



COLUMBUS
CITY SCHOOLS

Employee Kronos Guide

Revised August 2024

UKG Ready (Kronos) records your time and attendance and prepares your time records for Payroll to process. In this guide¹ you'll learn:

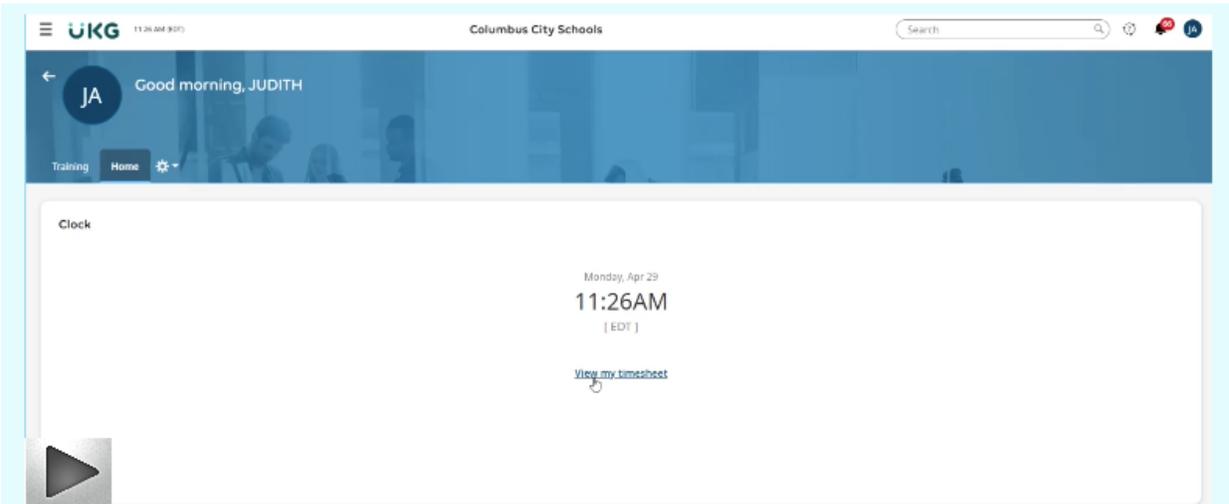
- How to login to Kronos ([pages 3 – 4](#))
- Basic information about your Kronos dashboard and timesheet ([pages 5 – 7](#)), and
- The submission windows for your Kronos requests ([page 8](#)).

You'll also learn how to use Kronos to:

- Request time off ([pages 9 – 15](#))
 - Cancel time off ([pages 16 – 17](#))
 - Request to modify time off ([pages 18 – 20](#))
- Request to add a missed punch ([pages 21 – 24](#))
- Request to add a time entry ([pages 25 – 29](#))
 - With this new request type an employee can report, using a single request, a punch in and a punch out for the same day, and, if applicable, the type of work, such as remote work.
- Request to cancel a lunch deduction ([pages 30 – 32](#))
- Request the conversion of overtime to comp time 1.5 ([pages 33 – 36](#))
- Request the conversion of time worked on a calamity day to comp time 1.0 ([page 37](#))
- Check your Kronos timesheet near the end of each pay period ([pages 38 – 39](#))

This document shows how to perform Kronos functions using a smartphone, tablet, computer or laptop. At the end of this document are directions for how to perform Kronos functions using a Kronos clock ([pages 40 – 44](#)).

If you're reading this guide on an electronic device, such as a phone, tablet or computer, you can click on the video clips located throughout this guide to watch step-by-step instructions for performing Kronos functions. These video clips are excerpts from the full-length Employee Kronos Training Video, which is listed below.



VIDEO: Employee Kronos Training (full-length)

¹ This guide is for employees who clock in/out at Kronos clocks, except for bus drivers, transportation aides, and transportation child care attendants. They have a separate guide.



VIDEO: Punching in/out

Punching in/out

- To clock (punch) in/out:
 - Hold your employee badge flat against the Kronos clock card reader area until the punch registers.
 - Ensure that no other cards are close to the employee badge when placing it on the Kronos clock.
- If your punch attempt is successful, the Kronos clock will make a sound and the Kronos clock screen will turn green with the message “Accepted”.
- If your punch attempt is unsuccessful you’ll get one of the following two results:
 - Rejected punch: If a punch is rejected, the Kronos clock will make a different sound, the screen will turn red, and the reason for the rejection will appear on the screen.
 - No punch: If the Kronos clock doesn’t pick up any signal from the badge, the Kronos clock won’t make any sound and the screen will not change.
- For new hires, please note that it generally takes 2 business days from the date you picked up your new badge or from your hire date, *whichever is the later date*, for your new badge to work at the Kronos clocks.
- For existing employees picking up replacement badges, please note that it generally takes 2 business days from the date you picked up your replacement badge for your new badge to work at the Kronos clocks.
- If your badge is consistently not registering successful punches at Kronos clocks, email kronos@columbus.k12.oh.us and note each of the 3 items below (for new hires, please wait at least 2 business days after picking up your badge or 2 days after your hire date, whichever is the later date, before emailing; for existing employees picking up replacement badges, please wait at least 2 business days after picking up your new badge before emailing):
 - Your employee ID number
 - The 6-digit number on the back of your employee badge which starts with “2”
 - Whether you’re receiving a red error message on the Kronos clock when trying to clock in/out
- Never clock in/out for another person (aka “buddy punch”).
- Only clock in/out at locations where you are authorized by your supervisor to work, receive professional development, attend a meeting, and/or perform some other-work related task as directed by your supervisor.
- Avoid failing to clock in/out multiple times within a short time frame.
- Always submit truthful and accurate Kronos requests, including any missed punch requests. Never submit requests with false information.

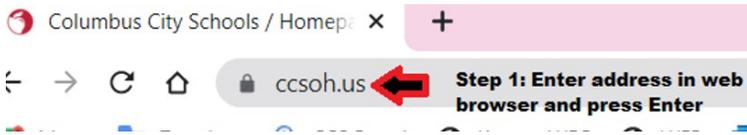
Rounding

- Starting 12/23/23, employees who use Kronos to clock in/out have their punched time for each day rounded to the nearest 5-minute interval, except for punches 3-5 minutes before or after scheduled start times listed in Kronos, which are rounded to the listed start times in Kronos.
 - There are no longer any special rounding rules for scheduled end times.
 - Classified Supervisors and Safety and Security staff do not generally have specified start and end times listed in Kronos so their entire punched time for a day is rounded to the nearest 5-minute interval.
- Kronos rounding doesn’t factor into determinations of tardiness. Tardiness occurs when an employee clocks in after their scheduled start time without prior approval irrespective of how their time is rounded in Kronos.

How to Login to Kronos

You can login to Kronos from a computer, laptop, tablet or smartphone by opening a web browser, such as Google Chrome, Safari, Microsoft Edge, or the like and then taking the following steps:

- Open the <https://www.ccsch.us/> website

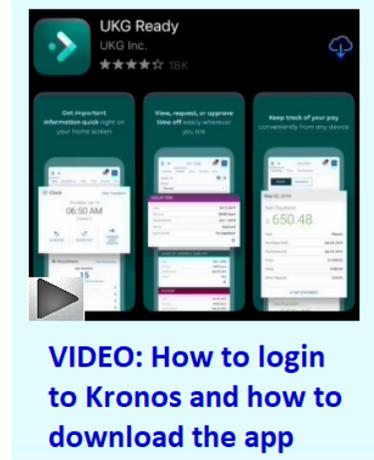


- Then click MENU (this step may not always be necessary)
- Then click STAFF
- Scroll down to the Staff Quick Links area and click KRONOS

STAFF

STAFF QUICK LINKS

Canvas LMS Resources	Curriculum
Employee Benefits	CCS Email
Intranet	CCS PD System (PDS)
Staff Email	ESS - Employee Self Service
Wellness	Grant Information
Zoom Best Practices	IEP Anywhere
Volunteer Hub	I LEAD Evaluation
	CCS Portal (please click "Use Light Version")
	CCS Zoom Page
	Hoonuit Dashboard
	Red Rover Absence Management System
	Infinite Campus Staff Login
	Infinite Campus Dashboard
	Infinite Campus Support Requests
	IT Self Service
Step 4: Click KRONOS	KRONOS
	Learning Circle
	eSIS Archives



When you click KRONOS, you'll be redirected to a login screen. To log-in, enter your full CCS email username (including the "@columbus.k12.oh.us") and your CCS email password.

(FYI - If you have logged onto a computer or laptop at a district site by entering your username and password, when you click KRONOS, the KRONOS screen may open without you needing to re-enter your username and password.)

The district's KRONOS web address, which comes up when you click the "KRONOS" link in the Staff Quick Links area is <https://secure4.entertimeonline.com/ta/6079644.login> You may wish to bookmark this address on your smartphone or tablet.

Please note: The system may require an extra step to verify that you are who you say you are. This step may involve sending a code to your cell phone or email, and asking you to type in the code to login to Kronos.

If you have trouble logging in, contact the CCS helpdesk at 614-365-8425.

How to Download the Kronos Mobile App

Download the Mobile Application

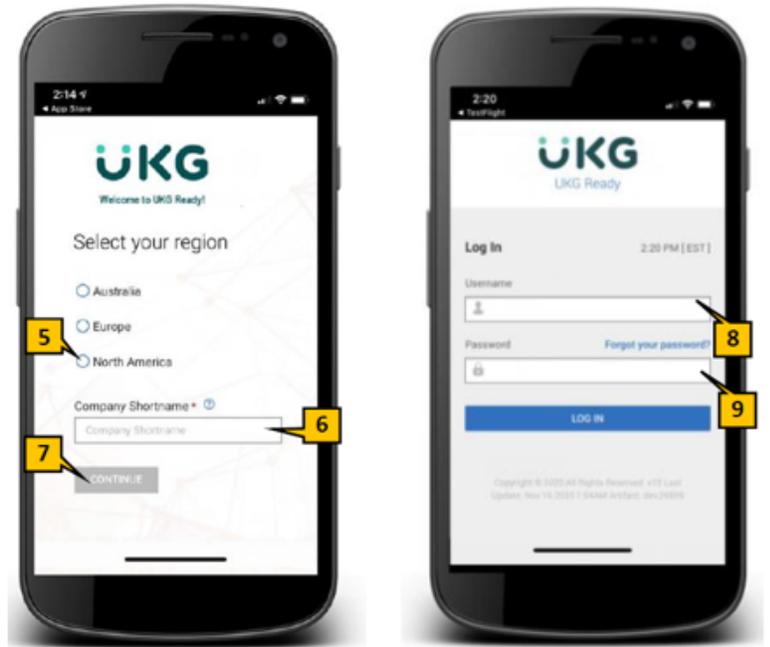
The Mobile Application allows users to access the application with a mobile device such as a mobile phone or tablet. This job aid shows how to access and log into the mobile application.

Access the application

1. On your mobile device, open **Google Play** or the **Apple App Store**.
2. Search for **UKG Ready Mobile**.
3. Install the application.

Application setup

4. Open the application on your device.
5. Select **North America** from the list.
6. Type the following as the district's Shortname: 6079644
7. Select **Continue**
8. Enter your full CCS email username (including the "@columbus.k12.oh.us") and your CCS email password.
9. Select **Login**.



UKG Ready Mobile for iPhone



UKG Ready Mobile for Android



Possible error with workaround: Sometimes when people try to download the app while being connected wirelessly to the CCS network they receive a white screen and can't go past it. This may be due to restrictions on the wireless network. If this happens to you, remove and delete the app from your device. Then try downloading the app again using a wireless network which does not have such restrictions; or, by turning off wi-fi on your device and using cell data to download the app.

Reminder: The district's Kronos "shortname" is a number, **6079644**

Navigating your Kronos dashboard and timesheet

After you log in to Kronos you will arrive at your Kronos dashboard. The Home tab of the dashboard (shown below) contains a link to your timesheet, a link to request time off, and shows your accrual balances. The Training tab has links to training videos and guides, including this guide.



Clock

Friday, Apr 19
09:04AM
 [EDT]

[View my timesheet](#)  **Link to your timesheet**

My schedule » [My time off](#)  **Link to request time off**

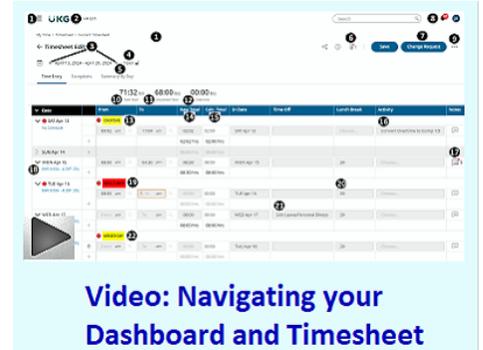
APR 2024

SAT	SUN	MON	TUE	WED	THU	FRI
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

FRI APR 19
 Scheduled Hrs: 08:00 / Standard Hrs: 08:00

My accrual balances »

- Comp ⓘ
0:00 hours available
 Jul 1, 2023 - Jul 1, 2024
- Personal Leave ⓘ
20:00 hours available
 Jul 1, 2023 - Jul 1, 2024
- Sick Leave ⓘ
321:30 hours available
 Jul 1, 2023 - Jul 1, 2024
- Vacation ⓘ
0:00 hours available
 Jun 29, 2023 - Jun 29, 2024



To see your timesheet, click [View my timesheet](#) on your dashboard. A timesheet example is marked up below and explanations are provided this page and the next page.

1. Clicking the icon opens a box which allows you to access many of the same options available on the Timesheet Edit screen and available on your dashboard.
2. Clicking the logo will you back to the main dashboard (Home screen).
3. The timesheet pay period. You can click the left-facing arrow to go to a prior timesheet period and click the right-facing arrow to go to a future timesheet period.
4. Timesheet approval status.
5. Click the Summary By Day tab to see hours for the timesheet pay period summarized by pay type and/or time off type.
6. If there is an attachment, you'll see a number next to the paperclip icon . To see the attachment, click the paperclip icon.
7. Click on Change Request to request an add punch in, add punch out, add time entry, and to cancel or modify leave requests.
8. Clicking the bell icon will show you notifications you've received, such as for approvals of time off and timesheet change requests.
9. Clicking the 3 dots will open a box giving you options to see, among other things, your timesheet audit trail, and the option to print your timecard.
10. Raw Total at the top of the timesheet is the accumulated raw time for the timesheet period. Raw time is time off and punched time unadjusted for rounding or lunch deductions.
11. Calc. Total at the top of the timesheet is the accumulated calculated time for the timesheet period. Calc. time is time off and punched time adjusted for rounding and lunch deductions. It may include unpaid time off so it does not necessarily equal the hours an employee will be paid.
12. Overtime total. In this example, no overtime is shown here because the overtime was converted to comp time.

A timesheet example is marked up below and explanations are provided this page and the previous page.

The screenshot shows the Kronos Timesheet interface for user UKG. At the top, there are navigation elements like 'Timesheet Edit', date range 'April 13, 2024 - April 26, 2024', and buttons for 'Save' and 'Change Request'. A summary bar at the top shows '71:32 hrs' Raw Total, '68:00 hrs' Calculated Total, and '00:00 hrs' Overtime. The main table lists dates from SAT Apr 13 to THU Apr 18 with columns for From, To, Raw Total, Calc. Total, In Date, Time Off, Lunch Break, Activity, and Notes. Callouts 1-22 point to specific UI elements: 1 (My Time > Timesheet > Current Timesheet), 2 (UKG), 3 (Timesheet Edit), 4 (Open), 5 (Summary By Day), 6 (Search), 7 (Save), 8 (JA), 9 (More options), 10 (Raw Total), 11 (Calculated Total), 12 (Overtime), 13 (OVERTIME flag), 14 (Raw Total column), 15 (Calc. Total column), 16 (Activity column), 17 (Notes icon), 18 (Daily schedule), 19 (MISS PUNCH flag), 20 (Lunch Break), 21 (Time Off), 22 (MISSED DAY flag).

- 13. An overtime flag **OVERTIME** will appear when overtime is accrued, even if the overtime is converted to comp time.
- 14. Raw Total in this column is either the:
 - Length of time elapsed between the punch in and the punch out; OR
 - Amount of time entered for time off, including holidays, or for an activity.
- 15. Calc. Total in this column is the raw total less any lunch deduction and adjusted for rounding.
- 16. Activity field includes types of works, such as remote hours or staff development, as well as the conversion of overtime to comp time.
- 17. If there is a note, you'll see a number next to the note icon 1. Notes will include any comments you make in your requests.
- 18. Your daily work schedule as listed in Kronos. A schedule will always show your standard hours

- per day. It may also include start and end times. A lunch deduction length may also be listed.
- 19. A missed punch exception **MISS PUNCH** will occur when there is an odd number of punches for a prior day. For example, if there is an in punch but no out punch.
- 20. Lunch break length.
- 21. Time off can include paid and unpaid time off. Paid time off includes such time off types as personal illness and holidays. Unpaid time off includes LWOP and "Unpaid Non-Scheduled Days". Unpaid Non-Scheduled Days are used in Kronos to denote weekdays an employee is not scheduled to work.
- 22. A missed day exception **MISSED DAY** will occur when there are no punches for a prior day. This might have happened because the employee was absent or because the employee worked but had no punches.

Submission window for time off requests

Kronos allows you to submit time off requests (including modifications) for:

- Dates within the current or future pay periods
- Dates in the most recent past pay period if:
 - Your timesheet hasn't yet been approved. Timesheets are generally approved on the Monday following end of a pay period.
 - Your timesheet hasn't yet been locked. Timesheets for each pay period are locked on the Wednesday following the end of a pay period.

As a general rule, submit time off requests for a past absence within 3 days of the absence or by the last day of the pay period, whichever is earlier.

Submission window for timesheet change requests

Kronos doesn't permit you to submit timesheet change requests (to add a punch in, add a punch out, cancel a lunch, or convert overtime to comp time) for future dates, even for a future date within the current pay period. Kronos allows you to submit timesheet change requests for:

- The current date and past dates within the current pay period
- Dates in the most recent past pay period if:
 - Your timesheet hasn't yet been approved. Timesheets are generally approved on the Monday following the end of a pay period.
 - Your timesheet hasn't yet been locked. Timesheets for each pay period are locked on the Wednesday following the end of a pay period.

As a general rule, submit timesheet change requests within 3 days of the occurrence or by the last day of the pay period, whichever is earlier.

Summary of time periods for which you can make a request or take an action

Most recent past pay period, if <ul style="list-style-type: none"> • Your timesheet for the most recent past pay period has not yet been approved, AND • The timesheets in the pay period have not been locked. 	Current pay period	Future pay periods
Add Punch In	Add Punch In*	
Add Punch Out	Add Punch Out*	
Add Time Entry	Add Time Entry	Add Time Entry
Request Time Off	Request Time Off	Request Time Off
Cancel Time Off	Cancel Time Off	Cancel Time Off
Modify Time Off	Modify Time Off	Modify Time Off
Modify Cost Center	Modify Cost Center*	

*You can't request an Add Punch In, Add Punch Out, or Modify Cost Center (cancel your lunch break deduction or convert overtime to comp time) for a date in the future, even for a date in the future for the current pay period.

Background info about requesting time off using Kronos

Time off may be requested in 5-minute increments. Broadspire (not Kronos) is the district's system of record for documenting FMLA usage and balances. FMLA balances are not kept in Kronos. FMLA-related paid time off codes in Kronos deduct from paid time off balances, not from an FMLA balance. Submit FMLA-related time off requests in Kronos **only if** you have received HR approval for your FMLA leave request; also, any such FMLA-related time off requests in Kronos must conform to any stipulations outlined in HR's approval letter to you.

Unpaid time off codes and some less commonly used paid time off codes are not available for selection using Kronos self-service. If you need to request unpaid time off, such as unpaid FMLA, or need to request a paid time off type that's not listed in Kronos self-service, send a written request to your approver (email or on paper). Approved requests for such time off will be added to Kronos by your timekeeper or approver.

Note for Employees Who Use Red Rover

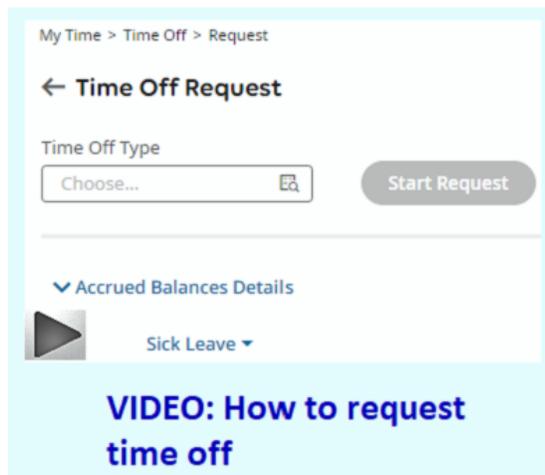
Red Rover is a substitute management system. Secretaries who work in school buildings, instructional assistants, classroom intervention aides, classroom child care attendants, and building substitute teachers use Red Rover to report their absences because they often need substitutes to cover their absences. Time off reported in Red Rover automatically comes over into Kronos timesheets. Therefore, if you used Red Rover to report an absence do not enter a time off request in Kronos for that same absence. If an absence you reported in Red Rover did not come over into your Kronos timesheet or came over with an incorrect number of hours, notify your timekeeper of the issue. In such cases, the timekeeper can add or correct your Kronos absence entry. However, if you normally use Red Rover to report your absences, but were unable to report a particular absence in Red Rover, *then* use Kronos to report the absence.

How to request time off

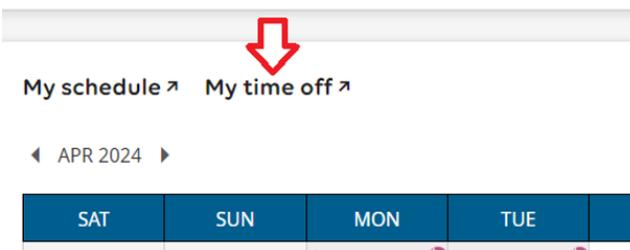
Login to Kronos. Upon logging in, scroll down the screen to the "My Accrual Balances" section (on a mobile device click the down arrow and select). Check to see you have sufficient leave balance to request time off using that leave type.

My accrual balances ↗

Comp ⓘ	0:00 hours available	Jul 1, 2023 - Jul 1, 2024
Personal Leave ⓘ	20:00 hours available	Jul 1, 2023 - Jul 1, 2024
Sick Leave ⓘ	337:30 hours available	Jul 1, 2023 - Jul 1, 2024
Vacation ⓘ	0:00 hours available	Jun 29, 2023 - Jun 29, 2024



After checking your balances, scroll to the "My schedule / My time off" section and click "My time off".



Select (click or tap) the date you want to take time off for.

- If you wish to select multiple days, select the first day of the request and select the last of the request. This will select all the days in that range. If you select multiple days please keep in mind:
 - The dates must be consecutive days within the same week. Make sure your request doesn't include, or span, a day on a weekend, a holiday, a non-scheduled day, or a day with any time entry. For example,
 - Monday – Friday = OK
 - Thursday – Tuesday = not OK, because it spans a weekend
 - For multiple day entries, the time off taken each day will equal the hours in your standard work day.

In this example, a single date, 4/9/24, is selected.

The screenshot shows the Kronos interface. At the top, there is a search bar and a user profile icon. Below that is the 'Time Off Type' field with a 'Choose...' dropdown and a magnifying glass icon. A 'Start Request' button is visible on the right. The 'Accrued Balances Details' section shows 'Apr 4, 2024 Comp' with three '00:00 hrs' indicators for Taken, Current Balance, and Scheduled. The calendar view for APR 2024 shows dates from 30 to 19. The date 4/9/24 is highlighted in blue. There are also icons for holidays on 4/1 and 4/2.

Click the  icon in the “Time Off Type” field.

This screenshot is identical to the one above, but with a red arrow pointing to the magnifying glass icon in the 'Time Off Type' field's dropdown menu.

Click the button next to the leave type you wish to use.

1 of 1 10 Rows

	Name	Full Path
<input type="radio"/>	Comp Used	Comp/Comp Used
<input type="radio"/>	Death in Family	Sick Leave/Death in Family
<input type="radio"/>	FMLA - Family Illness	Sick Leave/FMLA - Family Illness
<input type="radio"/>	FMLA - Personal Illness	Sick Leave/FMLA - Personal Illness
<input type="radio"/>	FMLA - Personal Leave	Personal Leave/FMLA - Personal Leave
<input type="radio"/>	FMLA - Vacation	Vacation/FMLA - Vacation
<input type="radio"/>	Family Illness	Sick Leave/Family Illness
<input type="radio"/>	Personal Illness	Sick Leave/Personal Illness
<input type="radio"/>	Personal Leave (Personal Leave)	Personal Leave/Personal Leave (Personal Leave)

Close

After you make the selection, the leave type will appear in the "Time Off Type" box. Then click "Start Request".

My Time > Time Off > Request

← Time Off Request

Time Off Type

Start Request

▼ Accrued Balances Details

Apr 4, 2024 Comp ▼

00:00 hrs Taken 00:00 hrs Current Balance 00:00 hrs Scheduled

← APR 2024 Today

SAT	SUN	MON	TUE	WED	THU	FRI
30	31	1 Holidays (08:00 hrs)	2 Holidays (08:00 hrs)	3	4	5
	⊘	⊘	⊘			
6	7	8	9	10	11	12
	⊘					

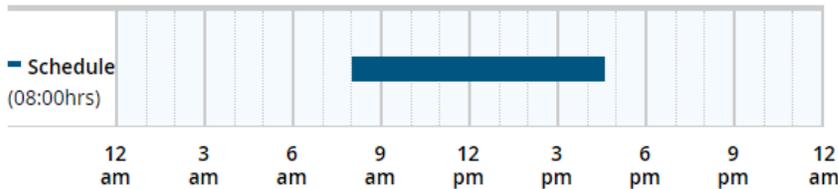
After you click “Start Request” a “Request Time Off Box” will pop up. Click in the “Request Type” box and select one of the options:

- **Full Day:** If you select “Full Day”, the time off taken will equal the hours in your standard work day.
 - For example, if you’re an 8/hour a day employee, and select “Full Day”, the time off taken will total 8 hours.
 - If you select “Full Day”, the date requested off cannot be a day on a weekend, a holiday, a non-scheduled day, or a day with any time entry.
 - If you want to request time for part of a day, select “Partial Day (Bulk)”; see below.
- **Multiple Days:** See information on previous pages. Please note that if you selected multiple days on the calendar, the Request Type of “Multiple Days” will default in and can’t be changed unless you redo the request.
- **Partial Day (Bulk):** If you select “Partial Day (Bulk)”, enter the number of hours you wish to take off for your selected day.
 - The number of hours you wish to take off plus any combination of other time you worked on that day or other time off you requested for that day shouldn’t exceed the hours in your standard work day.
 - If you select “Partial Day”, the date requested off cannot be a day on a weekend, a holiday, or a non-scheduled day

Request Time Off



TUE APR 9



Time Off Type *

Request Type * ↓

Full Day

Multiple Days

Partial Day (Bulk)

Upload Document

Comment

▼ Disclaimer

Time off may now be requested in 5-minute increments.

Broadspire (not Kronos) is the district's system of record for documenting FMLA usage and

In this example, "Full Day" is selected. When you select a "Request Type", the "Date" field appears. The date you selected on the calendar will default in. If you want to change your selection, click the calendar icon and select a date. In this example, the date is not changed.

Sometimes people wish to attach documentation to support their time off request, such as a doctor's excuse. If you wish to attach a document to your time off request, click the paper clip icon.

Time Off Type * Request Type *

Personal Illness Full Day

Date * Total

04/09/2024 08:00

Upload Document 

Then click "Choose". If you're using a mobile device you may have the options below to select a file to upload. If you're using a computer or laptop you'll be prompted to select an existing file to upload.

Supporting Documents ×

i A maximum of 5 files are allowed to be selected per upload.

Upload Document

Choose No file chosen

- Photo Library 
- Take Photo or Video 
- Choose Files 

After selecting the file, click "Upload"

Supporting Documents ×

File 1

[Note For April 9.Pdf](#) 

Display Name Document Type

Note for April 9.pdf ▼

Upload 

Close

When the document successfully uploads, it'll appear in a manner similar to what's shown below. Now, click "Close".

Supporting Documents



A maximum of 5 files are allowed to be selected per upload.

Upload Document

Choose

No file chosen

Note for April 9.pdf (75 KB)
Created: 04/17/2024 by JUDITH M. AINSWORTH



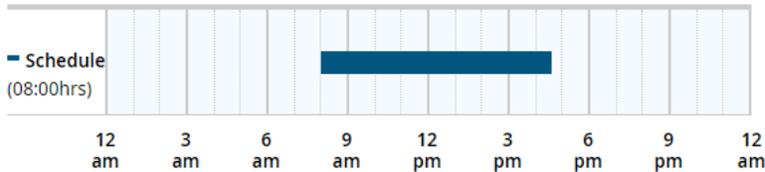
Close

After reviewing your time off request for accuracy, click "Submit Request"

Request Time Off



TUE APR 9



Time Off Type *

Personal Illness



Request Type *

Full Day



Date *

04/09/2024



Total

08:00



Upload Document



Comment

Empty text input field for comment.

Disclaimer



Cancel

Submit Request

After you click Submit Request you should get the following notification

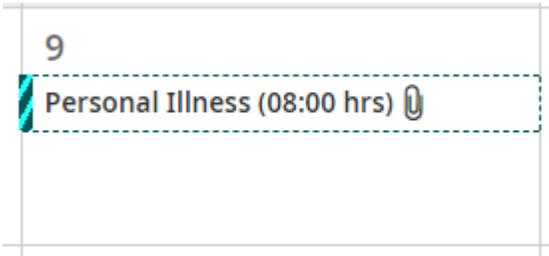


Done!

Request submitted successfully

OK

Your time off request will be sent to your Kronos timesheet approver for approval, and your Kronos timekeeper will be copied on the request. After you make the time off request but before the request is approved, the date on the calendar requested off will have a dotted line around the request.



When your Kronos timesheet approver approves your time off request you'll receive an email noting that.



To
 ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Caution: This email originated from outside the district. Do not click links or open attachments unless you recognize the sender and know the con

Hi JUDITH,

Your request of Personal Illness time in the amount of 8:00 hour(s) on 04/09/2024 has been approved with the following comment:

You'll also see in the Time Off Calendar that the dotted line around the request is changed to a solid block.



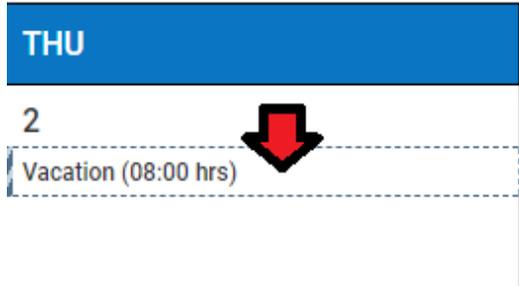
Finally, in your timesheet you'll see the time off added to the requested day.

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Lunch Break	Activity
			08:00 hrs	08:00 hrs				
▼ TUE Apr 9 8HR 8:00A - 4:30P :30L	From am	To am	08:00	08:00	TUE Apr 9	Sick Leave/Personal Illness	30	Choose...
			08:00 hrs	08:00 hrs				

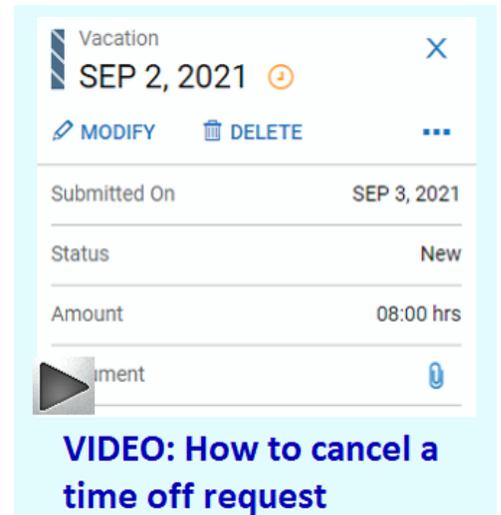
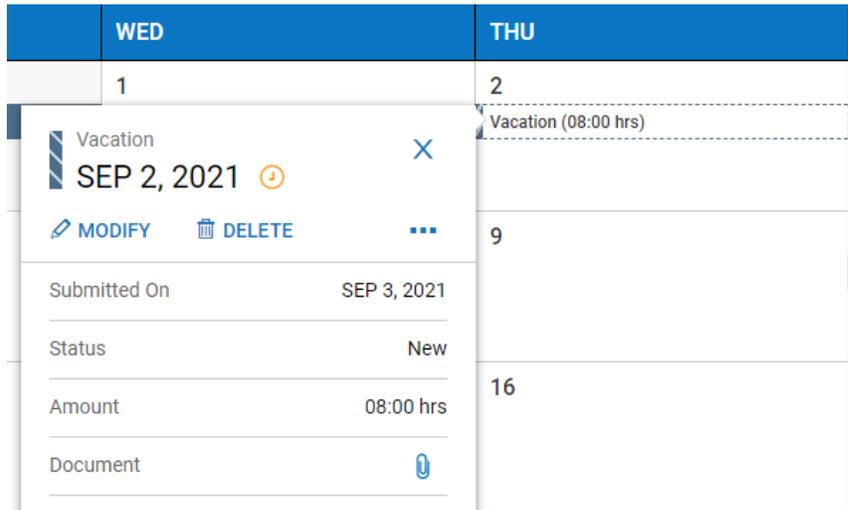
How to cancel an unapproved time off request

You can cancel an unapproved time off request up until the time your timesheet is approved or the pay period is locked, whichever is sooner (for more details see [page 8](#)). To cancel an unapproved time off request, scroll to the “My schedule / My time off” section and click “My time off”.

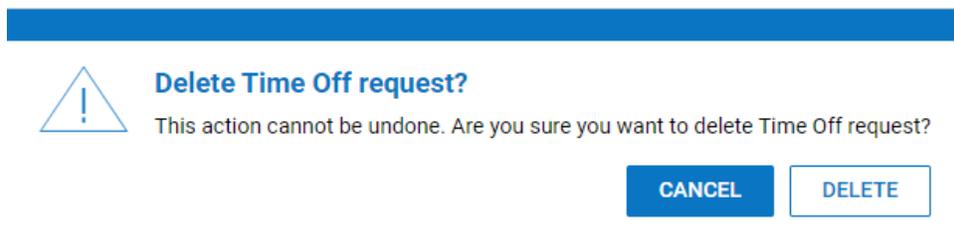
Click on the unapproved time of request on the calendar, such as shown below. An unapproved time off request has a dotted line around it.



When you click on the request a box will pop up. To cancel the time off request, click “Delete”.



A box will then pop up asking if you want to delete the time off request. Click “Delete”.



The time off request will no longer appear on your calendar.

FYI - Deleting a time off request entry does not inform the Kronos approver of the deletion, so you may choose to email your approver to let them know you cancelled your time off request.

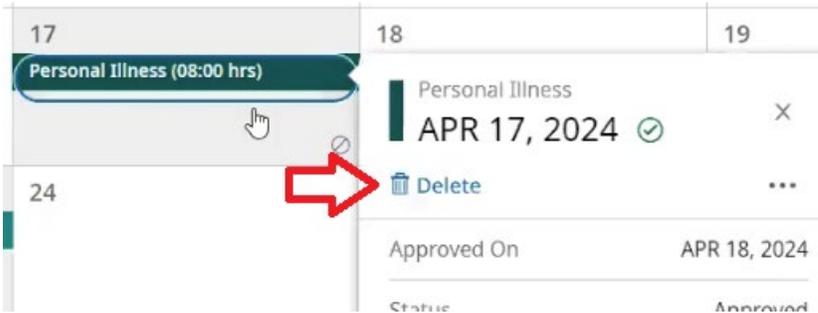
How to request the cancellation of an approved time off request

You can request the cancellation of an approved time off request up until the time your timesheet is approved or the pay period is locked, whichever is sooner (for more details see [page 8](#)). To request the cancellation of an approved time off request, scroll to the “My schedule / My time off” section and click “My time off”.

Click on the approved time off request on the calendar. An approved time off request does not have a dotted line around it; rather, it’s a solid color, such as the example below.



Then click Delete.



Then enter a brief comment explaining the reason for the cancellation and click Request.

Cancel Time Off request?

Please enter reason for requesting a timesheet change.

Reason

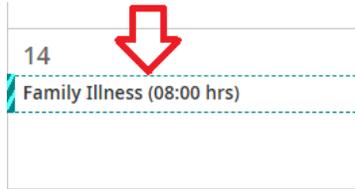


Your time off cancellation request will be sent to your Kronos timesheet approver for approval, and your Kronos timekeeper will be copied on the request. When your Kronos timesheet approver approves your time off request you’ll receive an email noting that. You’ll see in the Time Off Calendar that the request is removed, like the example below.

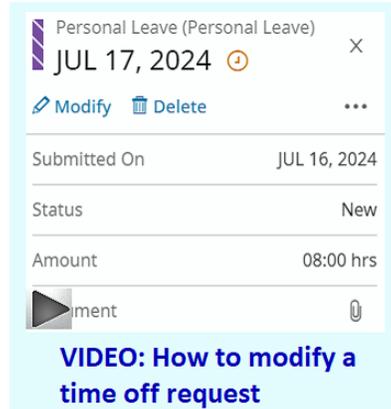
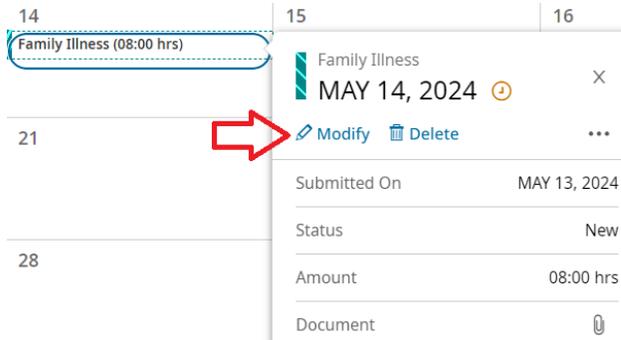


How to modify an unapproved time off request

You can modify an unapproved time off request up until the time your timesheet is approved or the pay period is locked, whichever is sooner (for more details see [page 8](#)). To modify an unapproved time off request, scroll to the “My schedule / My time off” section and click “My time off”. Click on the unapproved time off request on the calendar, such as shown below. An unapproved time off request has a dotted line around it.



Then click Modify.



A Modify Time Off box will then pop up. You can modify the time off request in one or more of the following ways:

- Time Off Type (such as changing time off type from Personal Leave to Family Illness)
- Request Type. (If your original Request Type selection was Multiple Days, you cannot here modify the entry to Full Day or Partial Day (Bulk). You must delete the request and then enter a new Time Off Request.)
- Date (or dates if you choose Multiple Days).
- If you choose Partial Day (Bulk) as the Request Type, you can also change the number of hours requested.

Modifications must follow the same guidelines as Time Off Requests ([page 12](#)). In this example, Request Type was changed from Full Day to Partial Day and Total Hours to 4. After making the changes, click Modify Request.

When your Time Off Request is approved you’ll receive an email noting the approval and the modified time off entry will be added to your timesheet (see [page 15](#) for more details).

How to request modifications to an approved time off request

You can request a modification of an approved time off request up until the time your timesheet is approved or the pay period is locked, whichever is sooner (for more details, see [page 8](#)).

An approved time off request can be modified in one or both of the following ways:

- Time Off Type (such as changing time off type from Personal Leave to Family Illness)
- Number of hours requested for a particular day.

You cannot request the modification of the date of an approved time off request. To change the date of an approved time off request, you must request the cancellation of the time off request (see [page 17](#)), and then submit a new time off request (see [pages 9 – 15](#)).

To modify an approved time off request, login to Kronos and click [View my timesheet](#). The timesheet for the current pay period will open. To request a modification to an approved time off request, you must have open the Kronos timesheet which contains the date of the time off request. If necessary, you can use the left-facing arrow to go to the past period and the right-facing arrow to go to a future pay period (for more details, see picture and notes on [page 6](#)).

In this example, the time off request is within the current pay period. Click **Change Request**.

My Time > Timesheet > Current Timesheet

← Timesheet Edit



Save

Change Request



◀ May 11, 2024 - May 24, 2024 ▶ Open

Time Entry Exceptions Summary By Day

25:00 hrs Raw Total 24:00 hrs Calculated Total 00:00 hrs Overtime

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Lunch Break	Activity	Notes
> SAT May 11			00:00 hrs	00:00 hrs					
> SUN May 12			00:00 hrs	00:00 hrs					
▼ MON May 13 8HR 8:00A - 4:30P :30L	From am	To am	08:00	08:00	MON May 13	Sick Leave/Personal Illness	30	Choose...	
			08:00 hrs	08:00 hrs					

A Change Request box will pop up. Click the down arrow below “Change Type” and select **Modify Time Off**.

Change Request

Change Type *

▼

- Add Punch In
- Add Punch Out
- Add Time Entry
- Cancel Time Off
- Modify Cost Center
- Modify Time Off

Cancel

Click the date of the time off request. Then select the time off by clicking the right-facing arrow.

Change Request



Change Type *
 Modify Time Off

^ Collapse All

SAT	May 11	00:00 hrs
SUN	May 12	00:00 hrs
MON	May 13	08:00 hrs

(08:00 hrs)
 Time Off: Sick Leave/Personal Illnes >

To change the Time Off type, click the icon in the Time Off field and select a different Time Off type. In this example, Time Off type is changed from Personal Illness to Personal Leave. To change the Total time requested, delete the amount of time listed and enter the revised time off requested. In this example, Total hours is changed from 8 to 4. Do Not enter time in the "From" or "To" areas. Enter a brief comment explaining the request and click "Submit Changes".

Change Request



Change Type *
 Modify Time Off

May 13, 2024 [← Back To List](#)

Time Off *
 Personal Leave (Personal I)

From ~~08:00 am~~ To ~~08:00 am~~ Total * 04:00

Comment *
 drs appt cancelled; taking personal leave for 4 hrs

Clear

Cancel Submit Changes

After you click Submit Request, you should receive a notification. When your timesheet change request is approved, you'll receive an email noting such. Looking back at the timesheet you'll see that the time off has been modified.

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Lunch Break	Activity	Notes
MON May 13 8HR 8:00A - 4:30P :30L	From am	To am	04:00	04:00	MON May 13	Personal Leave/Personal Leave (Personal Leave)	30	Choose...	1
			04:00 hrs	04:00 hrs					

How to make a timesheet change request to add a punch in or to add a punch out (such as for a missed punch)

Upon logging in, click [View my timesheet](#). This will open your timesheet for the current pay period.

If you're missing a punch in, choose "Add Punch In". If you're missing a punch out, choose "Add Punch Out". In the example below, there is a missing out punch on Wednesday, August 25. Because there is no out punch on 8/25, there is zero worked time registering for that day. To correct this, you'd click "Change Request".

Time Entry Summary By Day

33:34 hrs Raw Total 32:00 hrs Calc. Total

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Activity	Notes
SAT Aug 21			00:00 hrs	00:00 hrs				
SUN Aug 22			00:00 hrs	00:00 hrs				
MON Aug 23	From am	To am	08:00	08:00	MON Aug 23		Sick Leave/Personal	
TUE Aug 24	06:58 am	03:30 pm	08:32	08:00	TUE Aug 24			
WED Aug 25	07:00 am	To am	00:00	00:00	WED Aug 25			
THU Aug 26	06:59 am	03:31 pm	08:32	08:00	THU Aug 26			
FRI Aug 27	07:00 am	03:30 pm	08:30	08:00	FRI Aug 27			
SAT Aug 28			00:00 hrs	00:00 hrs				

Change Request

Change Type *

- Add Punch In
- Add Punch Out
- Add Time Entry
- Cancel Time Off
- Modify Punch In
- Modify Punch Out
- Modify Time Off

VIDEO: How to report a missed punch

A Change Request box will pop up. Click the down arrow in the Change Type field.

Change Request

Change Type *

- Add Punch In
- Add Punch Out
- Cancel Time Off
- Modify Time Off

CANCEL

In this example, the employee selects “Add Punch Out”. When you make the selection, the box will expand with more selections.

Change Request
✕

Change Type *

Add Punch Out ▼

Choose Date *

08/21/2021 📅

To *

hh:mm am ⌄

Comment *

[Clear](#)

CANCEL

SUBMIT CHANGES

In this example, the employee

- Enters the date 08/25/2021 in the “Choose Date” box. The date can be entered by clicking the calendar icon 📅 or typing the date directly in the “Choose Date” box in “mm/dd/yyyy” format.
- Enters the time they left work for the day, which was 3:30.
- Clicks the **am** box once. This changes it from am to pm. (If you want a punch in or out to be am, just leave the **am** as is).
- Enters a Comment. A comment is required for all change requests.
- After entering each of these fields, the “Submit Changes” button will become active. Click “Submit Changes”.

Change Request
✕

Change Type *

Add Punch Out ▼

Choose Date *

08/25/2021 📅

To *

03:30 pm ⌄

Comment *

forgot to swipe

[Clear](#)

CANCEL

SUBMIT CHANGES



After you click Submit Request you should get the following notification.



Completed

Change Request submitted

OK

Your timesheet change request will be sent to your Kronos timesheet approver for approval, and your Kronos timekeeper will be copied on the request. When your Kronos timesheet approver approves your timesheet change request you'll receive an email noting that.



Thu 9/2/2021 12:39 PM

noreply@kronos.com

[External] Timesheet Change Request Approved

To [Redacted]

If there are problems with how this message is displayed, click here to view it in a web browser.

Caution: This email originated from outside the district. Do not click links or open attachments unless you recognize the s

Hi JUDITH,

Your request for 'Add Punch Out' on 08/25/2021 has been approved with the following comment:

forgot to swipe

Looking back at the timesheet you'll see that the missed out-punch has been added and you're receiving the correct number of hours worked for the day.

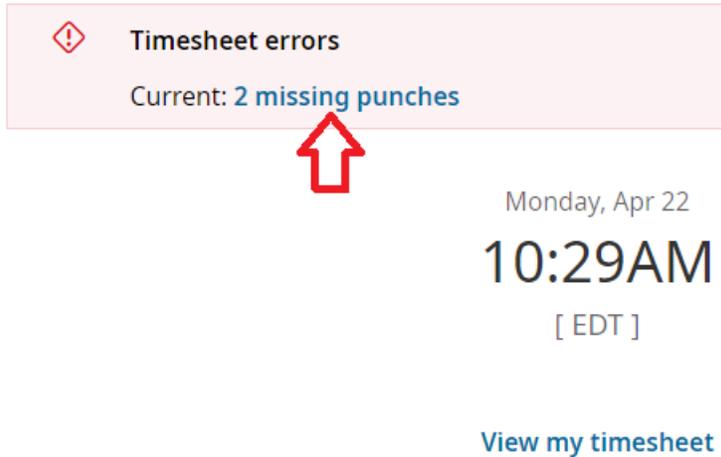
<p>WED Aug 25</p> <p>8HR 7:00A - 3:30P :30L</p>	<p>07:00 am</p>	<p>03:30 pm ✓</p>	<p>08:30</p>	<p>08:00</p>	<p>WED Aug 25</p>
<p>+</p>			<p>08:30 hrs</p>	<p>08:00 hrs ✓</p>	

Please note: Don't request time off using the Timesheet Change Request for an Add Punch In or an Add Punch Out. Such an attempt will fail regardless of what may be noted in the Comment field.

How to report missed punches from the Clock widget

There is an alternative method to report missed punches. If you have any correctable missed punch exceptions they will be listed on your Kronos Home screen under the header, “Timesheet errors”. After “Current:” and/or “Previous:” there will be a hyperlinked message noting the number of missing punches. To report the missing punches click the hyperlinked message noting the number of missing punches.

Clock

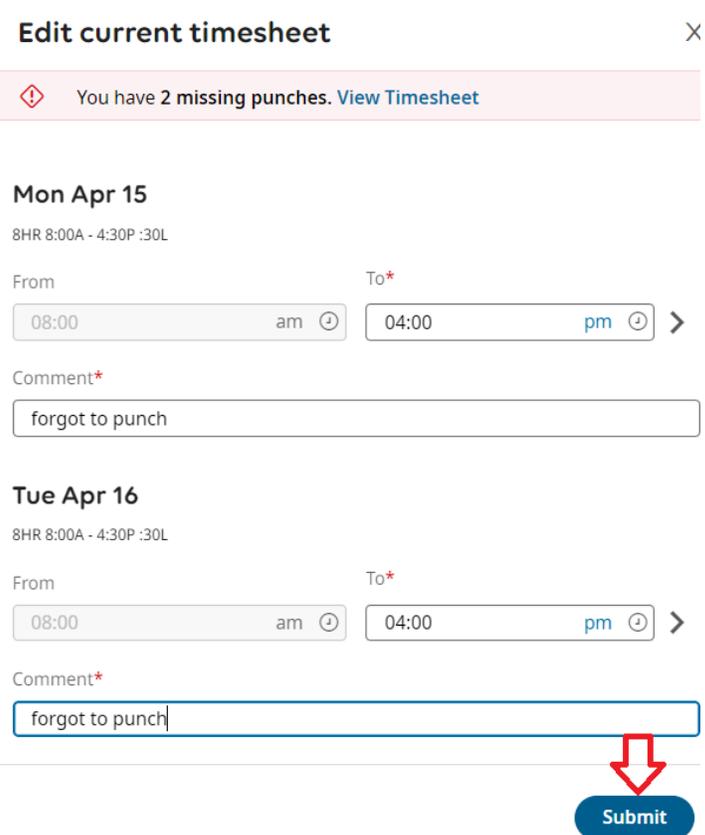


Timesheet errors
Current: [2 missing punches](#)

Monday, Apr 22
10:29AM
[EDT]

[View my timesheet](#)

An “Edit current timesheet” box will open. To report the missing punch(es) enter the time in the empty From or To boxes. A comment is required for each missed punch reported. Then click Submit.



Edit current timesheet ✕

 You have 2 missing punches. [View Timesheet](#)

Mon Apr 15
8HR 8:00A - 4:30P :30L

From am pm To* pm >

Comment*

Tue Apr 16
8HR 8:00A - 4:30P :30L

From am pm To* pm >

Comment*

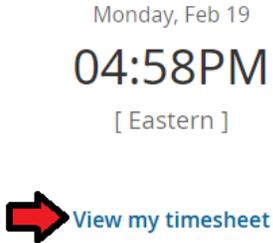
Submit

After you click Submit Request you’ll receive a notification that your Change Request has been submitted. When your Kronos timesheet approver approves your Change Request, you’ll receive an email noting the approval and the missed punches will be added to your timesheet.

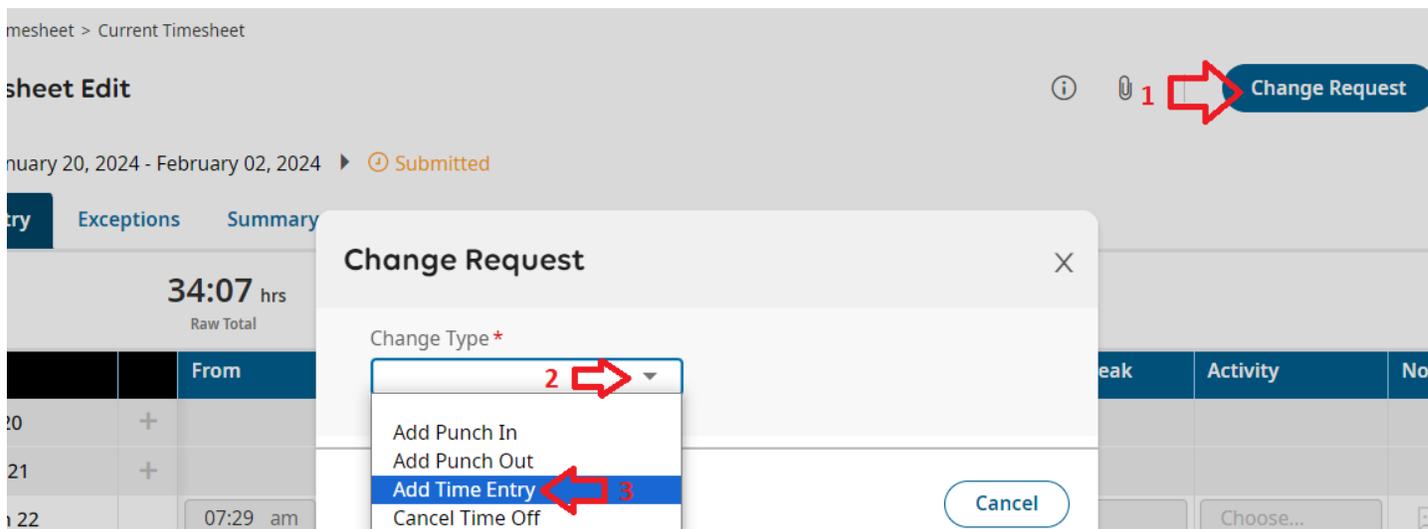
How to make a timesheet change request for an Add Time Entry if you failed to clock in AND you failed to clock out on the same day. Using Add Time Entry you can report both missed punches in one request.

Upon logging in, click [View my timesheet](#). This will open your timesheet for the current pay period.

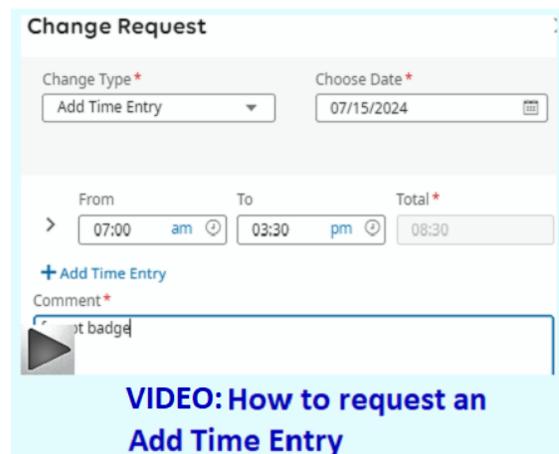
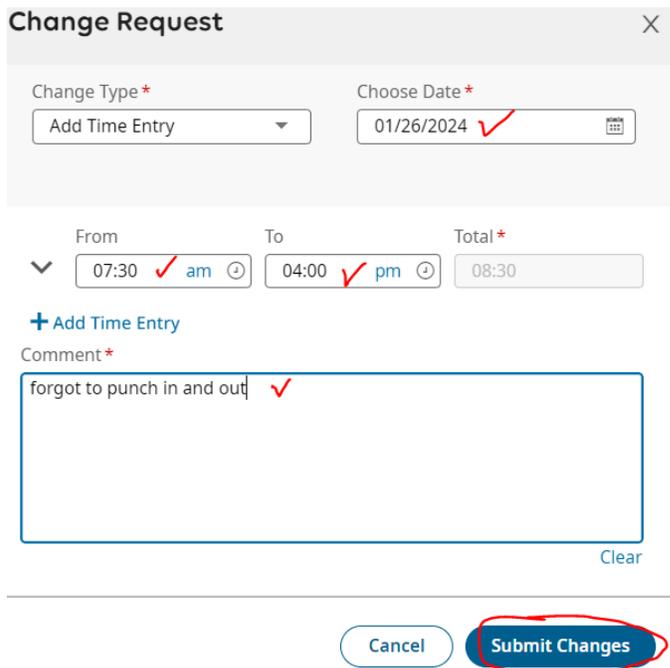
Click



Click Change Request. Then click the down arrow under Change Type. Then click Add Time Entry.



Enter the date in the Choose Date field. The date can be entered by clicking the calendar icon or typing the date in “mm/dd/yyyy” format. Enter the clock in time in the From box and the clock out time in the To box. To change **am** to **pm**, click **am** once. Enter a Comment explaining the reason for the request. Then click Submit Changes.



After you submit the change request you should receive the following notification.



Completed

Change Request submitted

OK

Your timesheet change request will be sent to your Kronos timesheet approver for approval, and your Kronos timekeeper will be copied. When your request is approved, you'll receive an email noting such. An example is shown below.



Mon 1/29/2024 3:59 PM

noreply@saashr.com

[External] Timesheet Change Request Approved

To

If there are problems with how this message is displayed, click here to view it in a web browser.

Caution: This email originated from outside the district. Do not click links or open attachments unless you receive them from an expected sender.

Hi JUDITH,

Your request for 'Add Time Entry' on 01/29/2024 has been approved with the following comment:

forgot to punch in and out

After your request has been approved, looking back at the timesheet you'll see that the punches have been added, such as the example below.

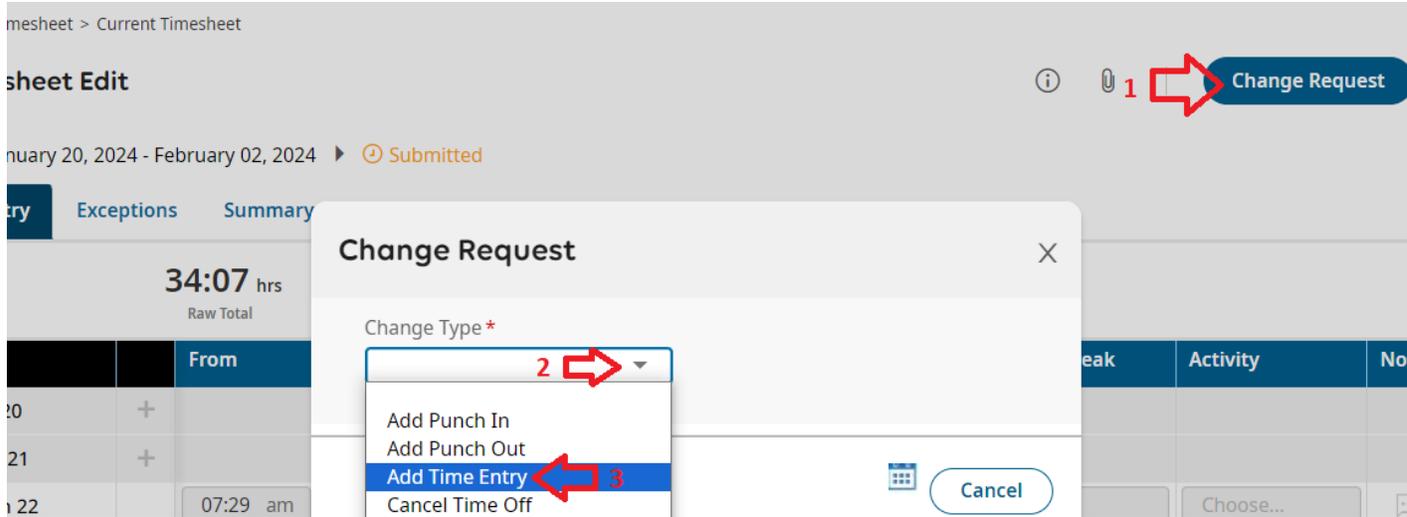
▼ FRI Jan 26 8HR 7:30A - 4:00P :30L	07:30 am	04:00 pm	08:30	08:00	FRI Jan 26	30	Choose...		1
--	----------	----------	-------	-------	------------	----	-----------	--	---

Please note: Don't request time off using the Timesheet Change Request for an Add Time Entry. Such an attempt will fail regardless of what may be noted in the Comment field.

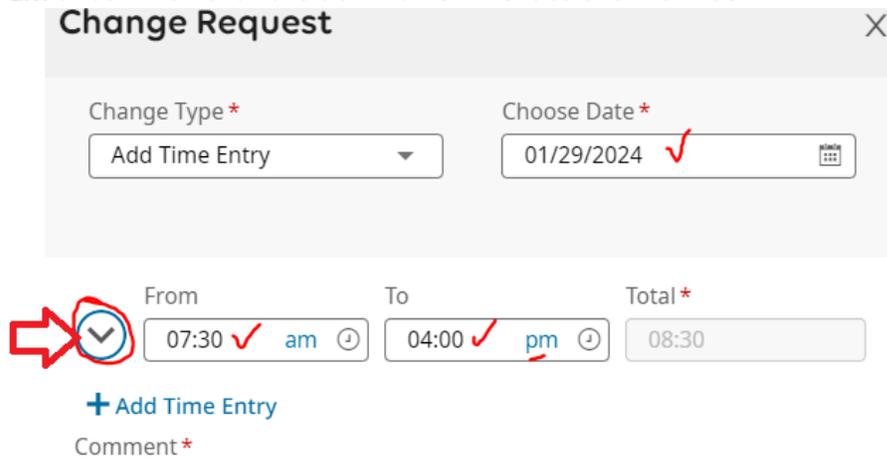
How to make a timesheet change request for an Add Time Entry to report remote work or staff development received at a non-CCS site.

Notes: Only report remote work if you've been directed or permitted to work remotely. Correctly reporting remote work helps contribute to accurate local tax withholding.

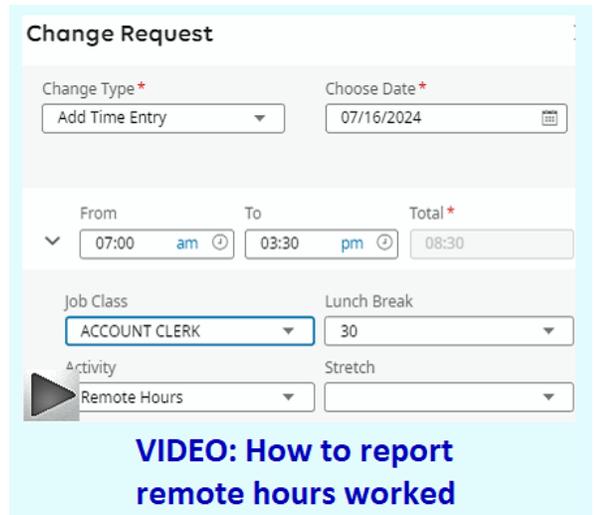
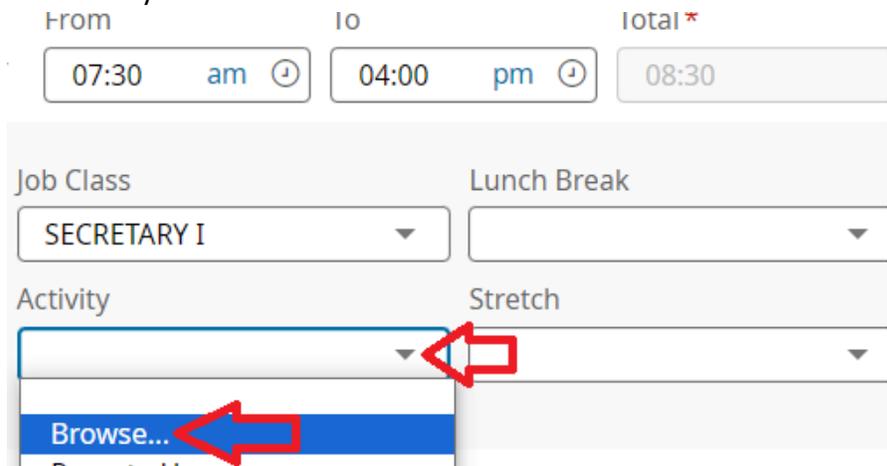
Upon logging in, click [View my timesheet](#). This will open your timesheet for the current pay period. Click Change Request. Then click the down arrow under Change Type. Then click **Add Time Entry**.



Enter the date in the Choose Date field by clicking the calendar icon or typing the date in “mm/dd/yyyy” format. Enter the time you started work in the From box and the time you ended work in the To box. To change **am** to pm, click **am** once. Then click the down arrow next to the From box.



This will open an additional area. Click the down arrow in the Activity column. Then click Browse.



Next, click the button next to Remote Hours or Staff Development, as appropriate.

- Select Remote Hours if you worked from home or received staff development remotely at your home.
- Select Staff Development if you received such at a non-CCS site other than your home.

Browse and Select Cost Centers

List View

Page 1 1 - 5 Rows Current: [System]

Cost Full Name	
	starts with
<input type="radio"/>	Convert Calamity to Comp 1.0
<input type="radio"/>	Convert Overtime to Comp 1.5
<input type="radio"/>	CPI Training
<input type="radio"/>	Remote Hours
<input type="radio"/>	Staff Development

In this example, Remote Hours is selected. Then note a brief Comment and then click Submit Changes.

Change Request

Change Type * Choose Date *

Add Time Entry 01/29/2024

From To Total *

07:30 am 04:00 pm 08:30

Job Class Lunch Break

SECRETARY I

Activity Stretch

Remote Hours

[^ Hide Details](#)

+ Add Time Entry

Comment *

remote work day

[Clear](#)

Cancel Submit Changes

After you submit the change request you should receive the following notification.



Completed

Change Request submitted



Your timesheet change request will be sent to your Kronos timesheet approver for approval, and your Kronos timekeeper will be copied. When your request is approved, you'll receive an email noting such. An example email is shown below.


Mon 1/29/2024 5:28 PM
noreply@saashr.com
[External] Timesheet Change Request Approved

To [REDACTED]

 If there are problems with how this message is displayed, click here to view it in a web browser.

Caution: This email originated from outside the district. Do not click links or open attachments unless you receive them from an expected sender.

Hi JUDITH,

Your request for 'Add Time Entry' on 01/29/2024 has been approved with the following comment:

remote work day

After your request has been approved, looking back at the timesheet you'll see that the time entry has been added, such as shown in the example below.

✓ MON Jan 29 <small>8HR 7:30A - 4:00P :30L</small>	07:30 am	04:00 pm	08:30	08:00	MON Jan 29	30	Remote Hours	
			08:30 hrs	08:00 hrs				

Question: What Kronos activity should you select if you received staff development remotely at your home?

Answer: Select "Remote Work". In the comment field note 'Staff Development'.

Background on lunch deduction cancellations

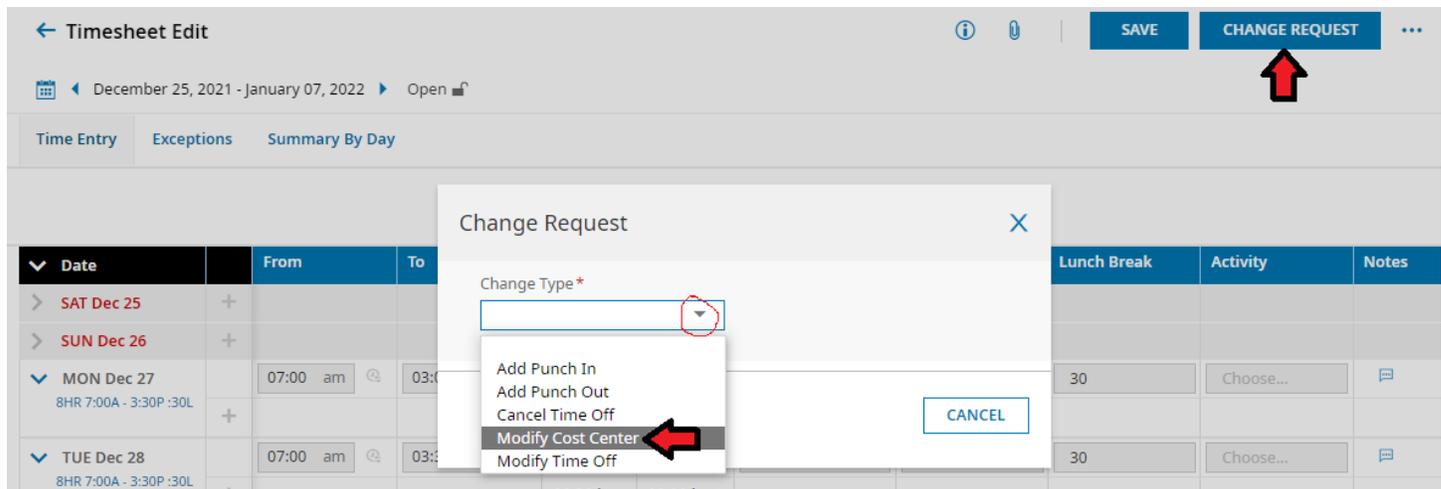
If you have an unpaid lunch break, the length of that unpaid lunch break is listed in the Lunch Break column of your timesheet. An unpaid lunch break is auto-deducted from your day's paid time if/when your *worked* time is slightly greater than half your standard hours per day. If your worked time for a workday is less than half your standard hours per day, the lunch break is not deducted from your day's paid time, even though it's listed in the Lunch Break column.

If you handled a work task during your lunch break, submit a request for a lunch deduction cancellation. However, only perform a work task during your lunch break if you've been directed or permitted to do so by your supervisor.

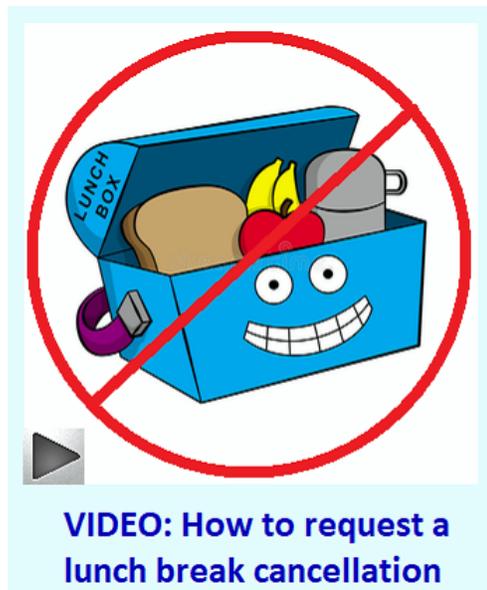
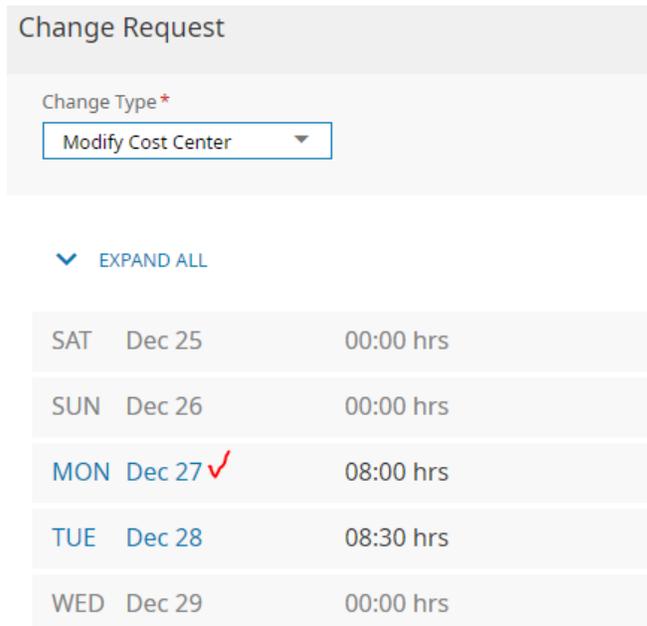
How to make a timesheet change request to cancel a lunch deduction or change its length

Upon logging in, click [View my timesheet](#).

To cancel a lunch deduction, click **Change Request**. A Change Request box will pop up. Click the down arrow below "Change Type" and select **Modify Cost Center**.



Click the date which you wish to cancel the lunch deduction. You can only select days with time entries. In this example, Dec 27 is chosen.



When you click on a date with time entries, the date will expand. Then click the right arrow.

Change Request ✕

Change Type *
Modify Cost Center ▾

EXPAND ALL

SAT	Dec 25	00:00 hrs
SUN	Dec 26	00:00 hrs
MON	Dec 27	08:00 hrs

07:00 am - 03:00 pm (08:00 hrs)
Job Class: ACCOUNT CLERK
Lunch Break: 30

➤

The Change Request box will open up additional options. Click the down arrow in the **Lunch Break** field.

Change Request ✕

Change Type *
Modify Cost Center ▾

Mon, Dec 27 ← BACK TO LIST

From 07:00 To 15:00
Total 08:00

Job Class: ACCOUNT CLERK ▾ Lunch Break: 30 ▾

Activity: ▾

Comment *

Clear

Select "0" if it's listed. If it's not listed, click "Browse", then select "0". Then enter the reason for the lunch deduction cancellation in the **Comment** box. A comment is required. Then click Submit Changes.

Change Request X

Change Type*

Modify Cost Center ▼

Mon, Dec 27 ← BACK TO LIST

From 07:00 To 15:00

Total 08:00

Job Class Lunch Break

ACCOUNT CLERK ▼

0 ✓ ▼

Activity

Comment*

worked through lunch ✓

Clear

CANCEL

SUBMIT CHANGES

You will receive an email when the request is approved. Also, your timesheet will reflect the cancellation.

My Time > Timesheet > Current Timesheet

← Timesheet Edit

i 📎 💬 1

SAVE

CHANGE REQUEST

...

📅 December 25, 2021 - January 07, 2022 ▶ Open 🗨

Time Entry Exceptions Summary By Day

24:30 hrs
24:00 hrs
Raw Total Calc. Total

▼ Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Lunch Break	Activity	Notes
> SAT Dec 25			00:00 hrs	00:00 hrs					
> SUN Dec 26			00:00 hrs	00:00 hrs					
✓ MON Dec 27 <small>8HR 7:00A - 3:30P :30L</small>	07:00 am 🕒	03:00 pm 🕒	08:00	08:00 ✓	MON Dec 27		0 ✓	Choose...	📧 1
+			08:00 hrs	08:00 hrs					
✓ TUE Dec 28 <small>8HR 7:00A - 3:30P :30L</small>	07:00 am 🕒	03:30 pm 🕒	08:30	08:00	TUE Dec 28		30	Choose...	📧
+			08:30 hrs	08:00 hrs					

Background information on requesting the conversion of overtime to comp time

Time in Kronos can only be converted to comp if it is overtime or time worked on a Calamity Day. Overtime, at the employee's option, can be converted to comp time. Overtime is any time worked over 40 hours per week. Leave time such as sick, personal leave, vacation, etc. does not count towards the 40 hours. Overtime in Kronos jargon can also include time, as stipulated in employee contracts or agreements, which is paid at 1 ½ times the regular hourly rate of pay. An example of this for some employee groups is time worked on a holiday.

Only submit timesheet change requests to convert overtime to comp time on dates which have the  OVERTIME flag.

Kronos will not give an error message if you try to convert overtime to comp time on days without the  OVERTIME flag; rather, any such attempt will simply fail to convert overtime to comp time.

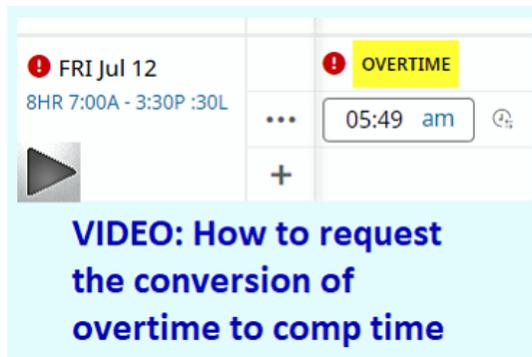
Whenever overtime is earned in Kronos, the  OVERTIME flag will appear in the Timesheet Edit². When overtime is earned from working more than 40 hours in a week, the  OVERTIME flag appears on the day when the employee's time exceeds 40 hours for the week, *not necessarily on the day they worked more than 8 hours in a day*. In the example below, on Monday the employee worked over their scheduled 8 hours, but that is **not** the day the employee earned overtime. The employee earned overtime on Friday, despite the fact the employee only worked 8 hours on Friday, because on Friday the employee's time for the week exceeded 40 hours.

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Job Class	Activity	Notes	Reason Code
SAT Aug 7			00:00 hrs	00:00 hrs						
SUN Aug 8			00:00 hrs	00:00 hrs						
MON Aug 9	06:51 am	03:52 pm	09:01	08:15	MON Aug 9		ACCOUNT CLERK	Choose...	In:	
TUE Aug 10	06:48 am	03:30 pm	08:42	08:00	TUE Aug 10		ACCOUNT CLERK	Choose...	In:	
WED Aug 11	06:50 am	03:32 pm	08:42	08:00	WED Aug 11		ACCOUNT CLERK	Choose...	In:	
THU Aug 12	06:52 am	03:31 pm	08:39	08:00	THU Aug 12		ACCOUNT CLERK	Choose...	In:	
FRI Aug 13	06:52 am	03:30 pm	08:38	08:00	FRI Aug 13		ACCOUNT CLERK	Choose...	In:	

43:42 hrs Raw Total 40:15 hrs Calc. Total

Do not request conversion of overtime to comp time if this will result in your comp time balance exceeding allowable limits. There is an 80-hour comp time balance limit for CSEA and OAPSE/AFSCME Local 581 (Safety & Security). There is a 240-hour limit for classified supervisors. You can check your comp time balance on your main Kronos dashboard.

Substitute employees, building substitute teachers, tutors, full-time hourly teachers and part-time administrators cannot accrue comp time in Kronos.



VIDEO: How to request the conversion of overtime to comp time

² Except for bus driver and transportation IA/CCA timesheets. Bus drivers are eligible for daily overtime and 'span' overtime. Overtime for bus drivers is shown in the Summary by Day tab instead of highlighted Overtime flags.

How to make a timesheet change request to convert overtime to comp time

To request the conversion of overtime to comp time, in your timesheet click Change Request.

← Timesheet Edit SAVE CHANGE REQUEST

February 05, 2022 - February 18, 2022 Open

Time Entry Exceptions Summary By Day

92:30 hrs Raw Total 83:30 hrs Calc. Total

Date	From	To	Raw Total	Calc. Total	In Date	Lunch Break	Activity	Notes
SAT Feb 5			00:00 hrs	00:00 hrs				
SUN Feb 6			00:00 hrs	00:00 hrs				
MON Feb 7	07:30 am	04:30 pm	09:00 hrs	08:00 hrs	MON Feb 7	60	Choose...	
TUE Feb 8	07:30 am	03:30 pm	08:00 hrs	08:00 hrs	TUE Feb 8	0	Choose...	
WED Feb 9	07:30 am	08:00 pm	12:30 hrs	11:30 hrs	WED Feb 9	60	Choose...	
THU Feb 10	07:00 am	04:00 pm	09:00 hrs	08:00 hrs	THU Feb 10	60	Choose...	
FRI Feb 11	07:30 am	04:30 pm	09:00 hrs	08:00 hrs	FRI Feb 11	60	Choose...	

A box will pop up. Click the down arrow under Change Type and select Modify Cost Center.

92:30 83:30

Change Request

Change Type *

▼

- Add Punch In
- Add Punch Out
- Cancel Time Off
- Modify Cost Center ✓
- Modify Time Off

CANCEL

Click on the date which you wish to convert overtime to comp time. In this example, Fri, Feb 11, is chosen.

Change Request

Change Type *

▼

EXPAND ALL

SAT Feb 5	00:00 hrs
SUN Feb 6	00:00 hrs
MON Feb 7	09:00 hrs
TUE Feb 8	08:00 hrs
WED Feb 9	12:30 hrs
THU Feb 10	09:00 hrs
FRI Feb 11 ✓	09:00 hrs
SAT Feb 12	00:00 hrs
SUN Feb 13	00:00 hrs

When you click on the date, the date will expand. Then click the right arrow.

Change Request X

▼ EXPAND ALL

SAT	Feb 5	00:00 hrs
SUN	Feb 6	00:00 hrs
MON	Feb 7	09:00 hrs
TUE	Feb 8	08:00 hrs
WED	Feb 9	12:30 hrs
THU	Feb 10	09:00 hrs
FRI	Feb 11	09:00 hrs
SAT	Feb 12	00:00 hrs

07:30 am - 04:30 pm (09:00 hrs)
 Job Class: ACCOUNT CLERK
 Lunch Break: 60

>

The Change Request box will open up additional options. Click the down arrow in the **Activity** field.

Change Request X

Change Type*

Fri, Feb 11 ← BACK TO LIST

From 07:30 To 16:30
 Total 09:00

Job Class: ACCOUNT CLERK Lunch Break: 60

Activity

Select "Convert Overtime to Comp 1.5" if it's listed. If it's not listed, click "Browse".

Change Type*

Fri, Feb 11 ← BACK TO LIST

From 07:30 To 16:30
 Total 09:00

Job Class: ACCOUNT CLERK Lunch Break: 60

Activity

Then select "Convert Overtime to Comp 1.5".

Browse and Select Cost Centers

List View

Page 1 | 1 - 4 Rows | Saved: [Syst]

↑ Cost Full Name

starts with

- Convert Calamity to Comp 1.0
- Convert Overtime to Comp 1.5
- Remote Hours
- Staff Development

Enter a brief note, such as "convert ot to comp", in the **Comment** box. (A comment is required.) Click Submit Changes.

Change Request

Change Type *
Modify Cost Center

Fri, Feb 11 [← BACK TO LIST](#)

From 07:30 To 16:30
Total 09:00

Job Class: ACCOUNT CLERK | Lunch Break: 60

Activity: Convert Overtime to Comp 1

Comment *
want to convert ot to comp

[Clear](#)

[CANCEL](#) [SUBMIT CHANGES](#)

You will receive an email when your request is approved by your Kronos approver. After receiving the approval, you can check your timesheet to see that your overtime was converted to comp time by opening your current timesheet and clicking "Summary by Day". If it was successfully converted to comp, the time will be listed under the Comp 1.5 Counter.

My Time > Timesheet > Current Timesheet

← Timesheet Edit 📄 🔒 💬 5 [SAVE](#) [CHANGE REQUEST](#) ⋮

February 05, 2022 - February 18, 2022

[Time Entry](#) [Exceptions](#) [Summary By Day](#)

92:30 hrs Raw Total | 83:30 hrs Calc. Total

Date	Calc Total	Comp1.5 (Counter)	Regular (Counter)
SAT Feb 5	-	-	-
SUN Feb 6	-	-	-
MON Feb 7	8:00	-	8:00
TUE Feb 8	8:00	-	8:00
WED Feb 9	11:30	-	11:30
THU Feb 10	8:00	-	8:00
FRI Feb 11	8:00	3:30	4:30
Weekly Totals	43:30	3:30	40:00

How to make a timesheet change request to convert time worked on a Calamity Day to comp 1.0

To request the conversion of time worked on a Calamity Day to comp 1.0, follow the steps listed in this document for converting overtime to comp time with the following exceptions:

- Select a Calamity Day (as opposed to a day with the  flag)
 - Select the time worked on the Calamity Day (not the Calamity Day time off itself)

WED Jan 26
12:00 hrs

(08:00 hrs)
 Time Off: Other Paid & Other Unpaid/Calamity Pay
 Job Class: ACCOUNT CLERK
 Lunch Break: 60

**Don't select
the actual
Calamity Pay
time off** >

07:30 am - 11:30 am (04:00 hrs)
 Job Class: ACCOUNT CLERK
 Lunch Break: 60

**Select the worked
on Calamity Day** 

- Select Convert Calamity to Comp 1.0 (as opposed to Convert Overtime to Comp 1.5)

Wed, Jan 26 ← BACK TO LIST

From	07:30	To	11:30
Total	04:00		

Job Class: ACCOUNT CLERK | Lunch Break: 60

Activity: Convert Calamity to Comp 1.0

Browse...

Convert Calamity to Comp 1.0

Convert Overtime to Comp 1.5

(08:00 hrs)
 Time Off: Other Paid & Other Unpaid/Calamity Pay >
 Job Class: ACCOUNT CLERK

08:00 am - 12:00 pm (04:00 hrs) >
 Job Class: ACCOUNT CLERK



VIDEO: How to request the conversion of time worked on a Calamity Day to comp time 1.0

Check your timesheet near the end of each pay period

First, check for any **MISS PUNCH** or **MISSED DAY** exceptions on your timesheet.

How to address a **MISS PUNCH** exception

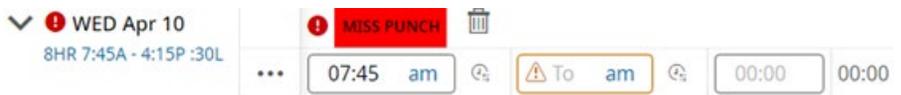
- If the **MISS PUNCH** exception is due to a missed punch in, submit a Timesheet Change Request for an Add Punch In (see [pages 21 – 24](#)).

- Example of a missed punch in



- If the **MISS PUNCH** exception is due to a missed punch out, submit a Timesheet Change Request for an Add Punch Out (see [pages 21 – 24](#)).

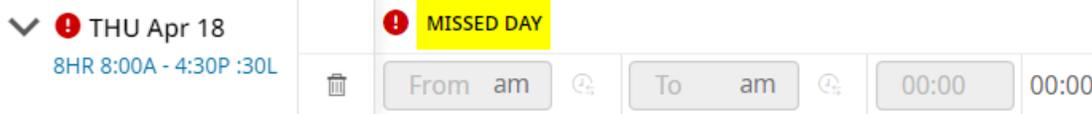
- Example of a missed punch out



- If you've already Timesheet Change Request for an Add Punch In or an Add Punch Out, as the case may be, for the missing punch, there is no further action you need to take in regards to that exception.

How to address a **MISSED DAY** exception

Example of a missed day exception



- If the **MISSED DAY** exception occurred because you worked that day but neither clocked in or out, submit a Timesheet Change Request for an Add Time Entry (see [pages 25 – 29](#)).
- If the **MISSED DAY** exception occurred because you were absent, submit a Time Off Request (see [pages 9 – 15](#)).
- If you have already submitted a Time Off Request or a Timesheet Change Request for an Add Time Entry, as the case may be, for the missed day, there is no further action you need to take in regards to that exception.



VIDEO: Checking your timesheet near the end of a pay period

Second, check your weekly totals

Open your timesheet. Click the **Summary By Day** tab.

← Timesheet Edit

January 20, 2024 - February 02, 2024 Open

- Time Entry
- Exceptions
- Calc Detail
- Summary By Day**

Check your **Weekly Totals**. Determine if each week's Calc Totals are less than your standard hours per day multiplied by 5 (standard hours per week). For example, if you're an 8/hr day employee your standard hours per week is 40. If you're a 6/hr day employee, your standard hours per week is 30. If you've already submitted requests which address any shortages, then your review is complete. If not, then submit request(s) to cover the shortage, as appropriate.

In the example below, a 40/hr week employee is checking her timesheet on Friday, Feb. 2. She sees that the amount in the Calc Total column / Weekly Totals row for the first week is 39:50, 10 minutes short of her scheduled hours per week. To address the 10-minute shortfall, she submits a Change Request > Modify Time Off Request, to increase the amount of the Personal Illness request for Monday, Jan 22, from 5:25 to 5:35, as her doctor's appointment lasted a little bit longer than she had initially anticipated. She has not completed working the second week. However, her total hours through Thursday, Feb 1, equals her scheduled hours per day multiplied by 4. As long as she works and/or uses time off totaling 8 hrs for Friday, Feb 2, she will have no shortfall for the second week.

Time Entry Exceptions Calc Detail Summary By Day					
	75:12 hrs	71:25 hrs	00:00 hrs		
	Raw Total	Calculated Total	Overtime		
Date	Calc Total	Extra Service (Counter)	Pers Illness (Counter)	Regular (Counter)	
SAT Jan 20	-	-	-	-	-
SUN Jan 21	-	-	-	-	-
MON Jan 22	7:40	-	5:25	2:15	
TUE Jan 23	7:30	-	-	7:30	
WED Jan 24	8:45	-	-	8:45	
THU Jan 25	7:50	-	-	7:50	
FRI Jan 26	8:05	-0:10	-	8:05	
Weekly Totals	39:50	-0:10	5:25	34:25	
SAT Jan 27	-	-	-	-	-
SUN Jan 28	-	-	-	-	-
MON Jan 29	7:50	-	-	7:50	
TUE Jan 30	7:55	-	-	7:55	
WED Jan 31	7:50	-	-	7:50	
THU Feb 1	8:00	-	-	8:00	
FRI Feb 2	-	-8:25	-	-	-
Weekly Totals	31:35	-8:25	0:00	31:35	
Pay Period Totals	71:25	-8:35	5:25	66:00	

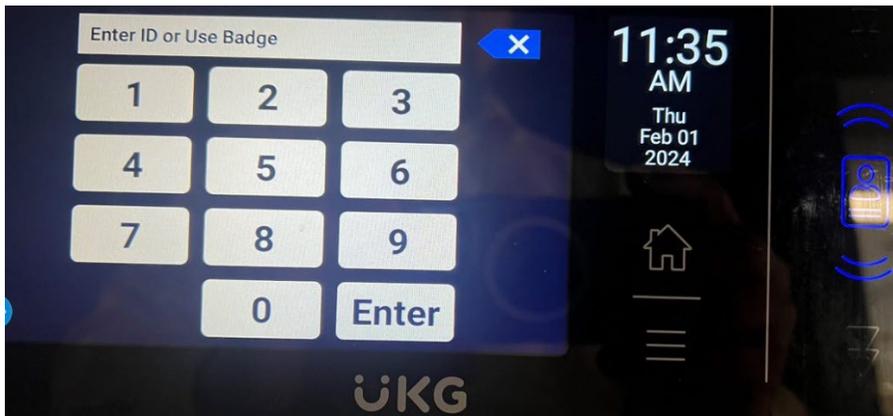
How to perform Kronos self-service functions using a Kronos clock

Using your finger tap the button on the clock for the type of function you wish to use. The most commonly chosen functions are Timesheet Change Request and Request Time Off.

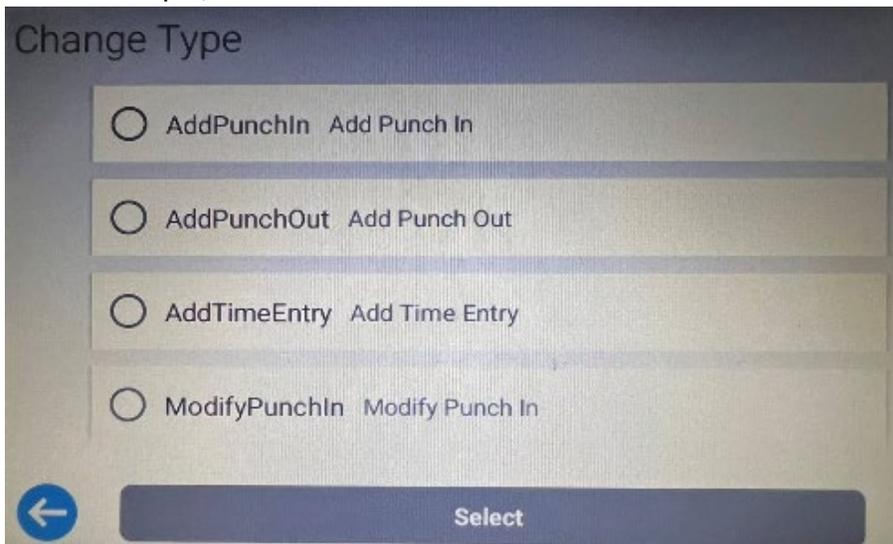
First, we'll look at an example of submitting a Timesheet Change Request. In this example, we're reporting a missed punch in, so use your finger to tap Timesheet Change Request.



You'll then be prompted to tap your badge. Tap your badge as you would to clock in/out.

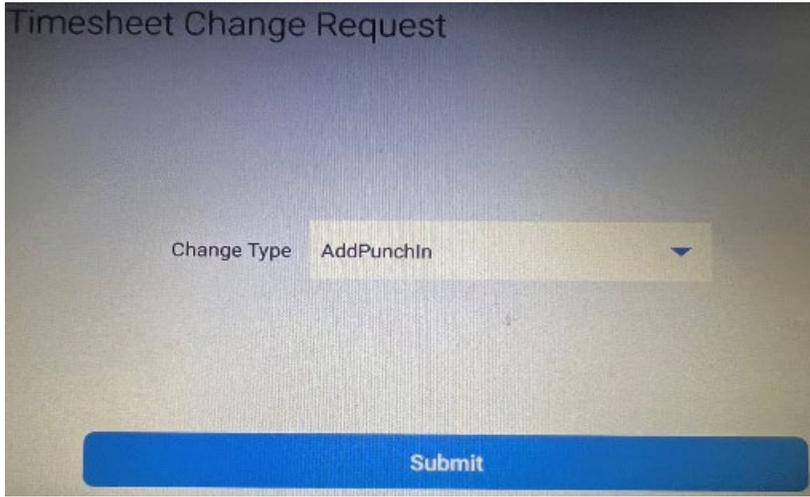


Then use your finger to tap the Change Type of your choice. In this example, AddPunchIn is selected.

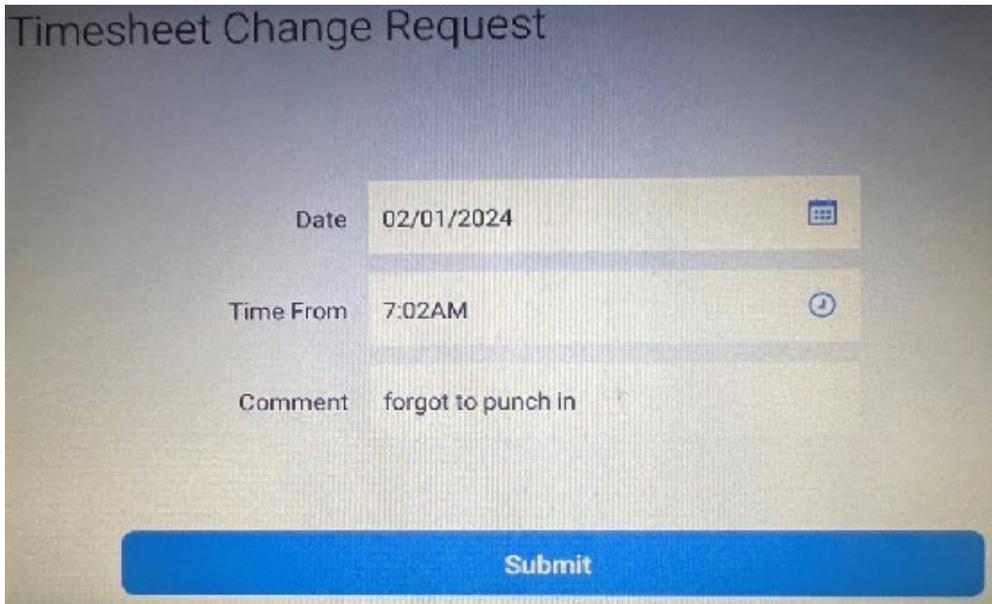


VIDEO: How to use a Kronos clock to submit requests

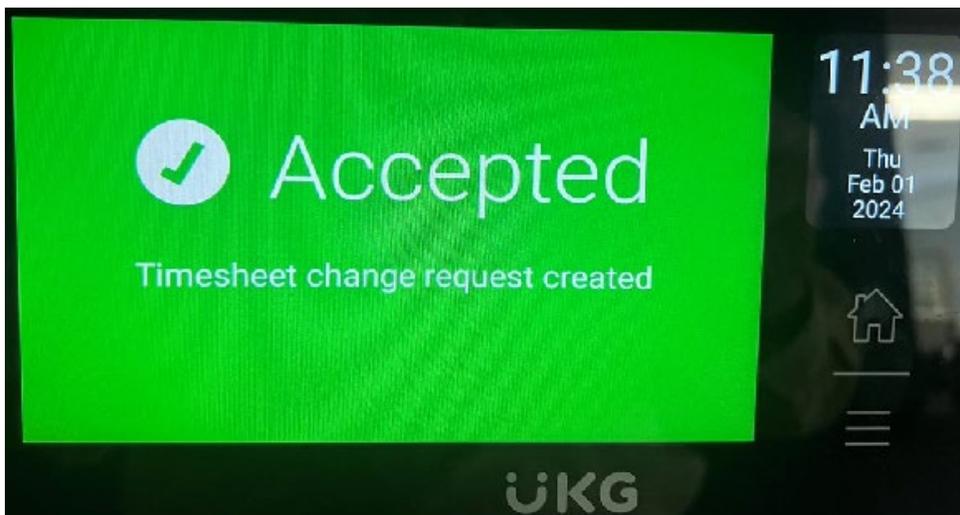
Then use your finger to tap Submit to verify your selection.



Next enter the requested information. In this case for an Add Time In, the required information is Date, Time From, and Comment. Use your finger to enter / select the information. Then click Submit.

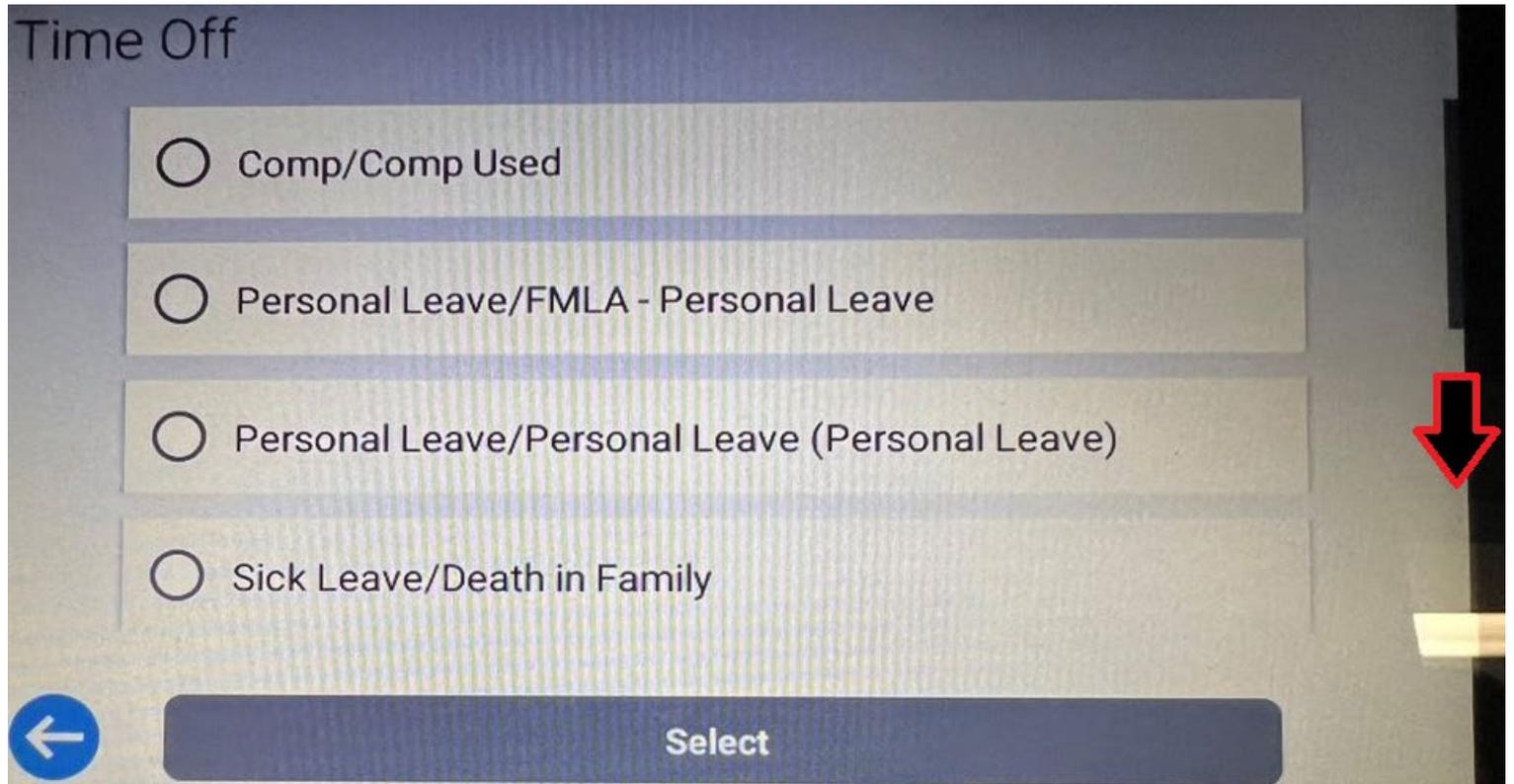


After you click Submit you'll receive a message noting the the timesheet change request has been created. Although the message notes 'Accepted', the change request will not change your timesheet until your approver approves the request.

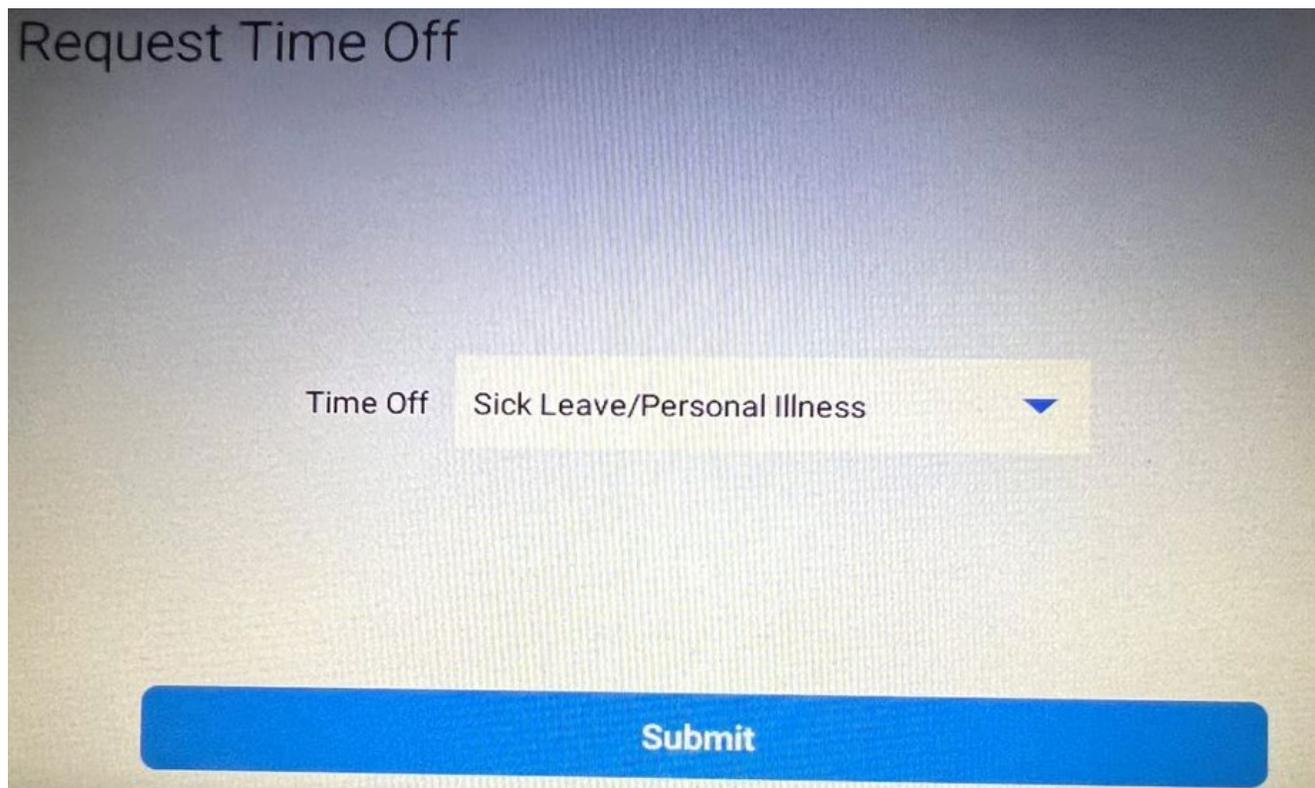


Finally, we'll look at an example of submitting a Time Off request from a Kronos clock. With your finger tap Request Time Off. Then, when prompted, tap your badge.

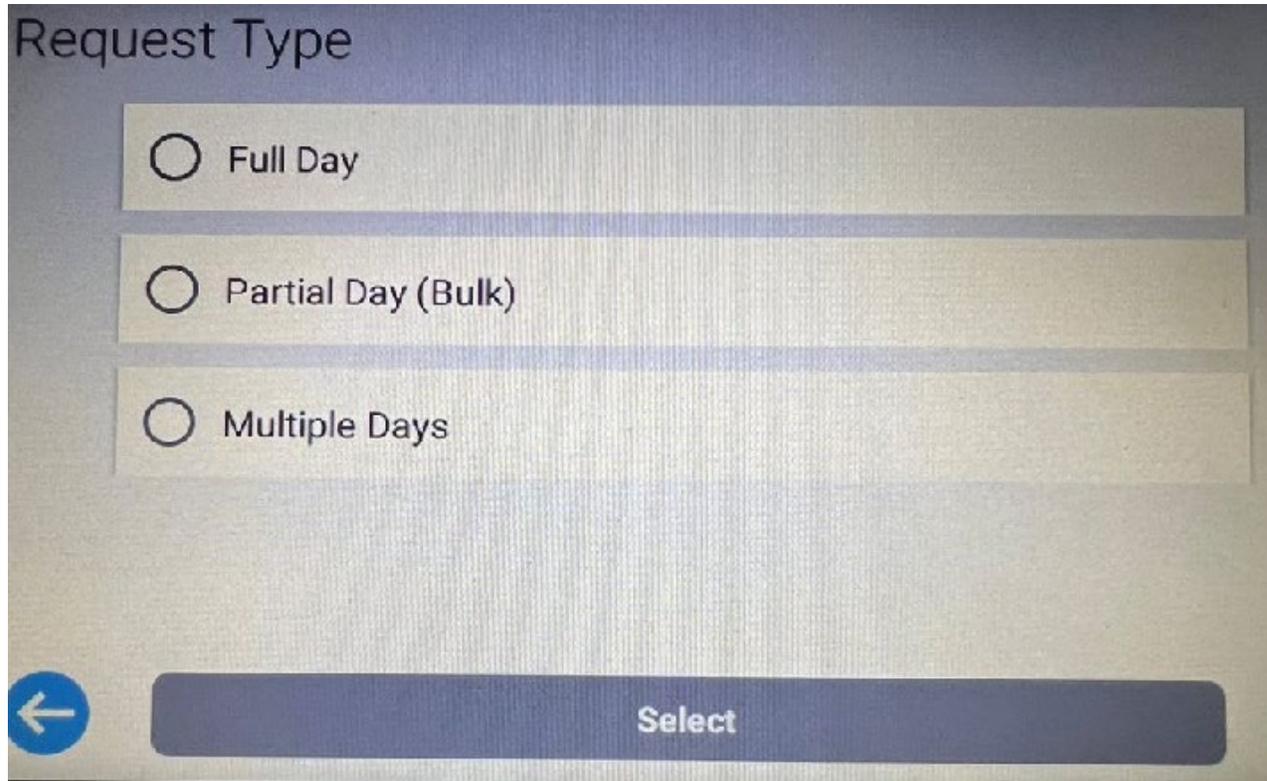
Select the time off type by using your finger to tap the button next to the time off name. If you want to see more selections, touch the screen and scroll down. After making your choice use your finger to tap Select.



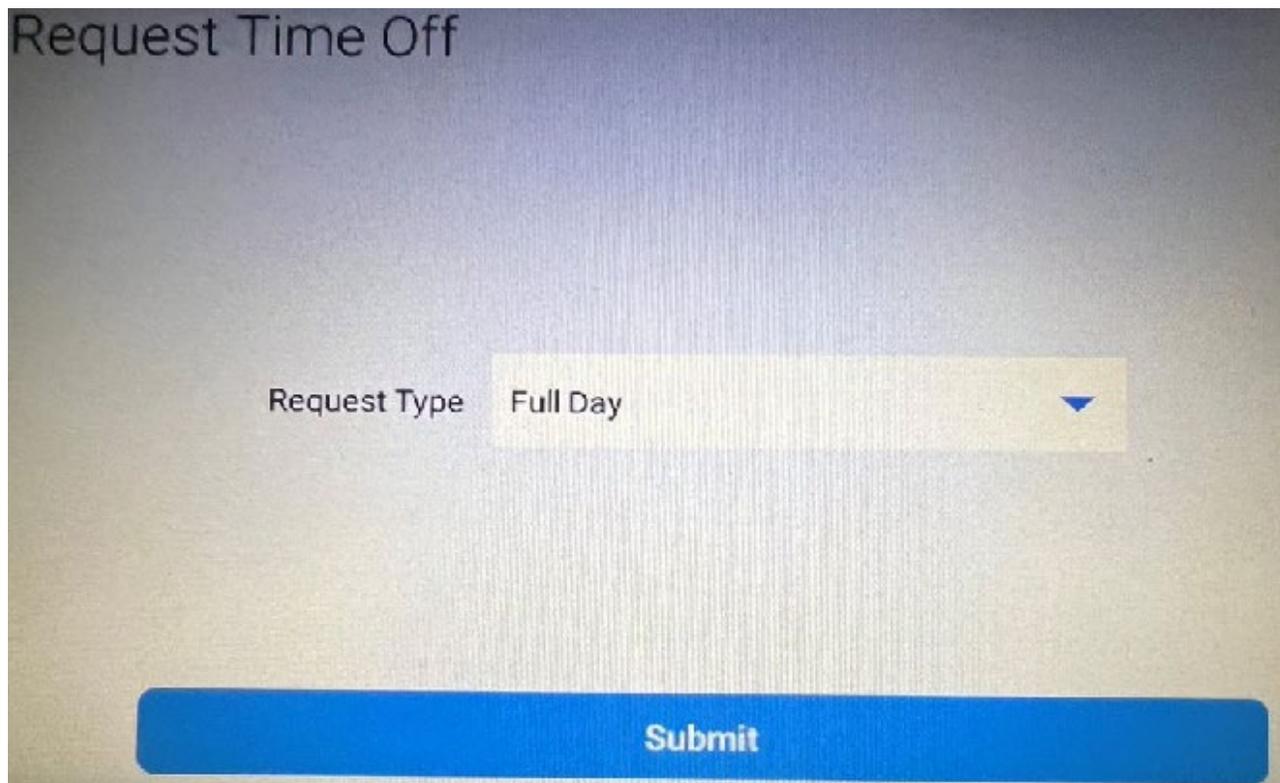
Then use your finger to tap Submit to verify your request.



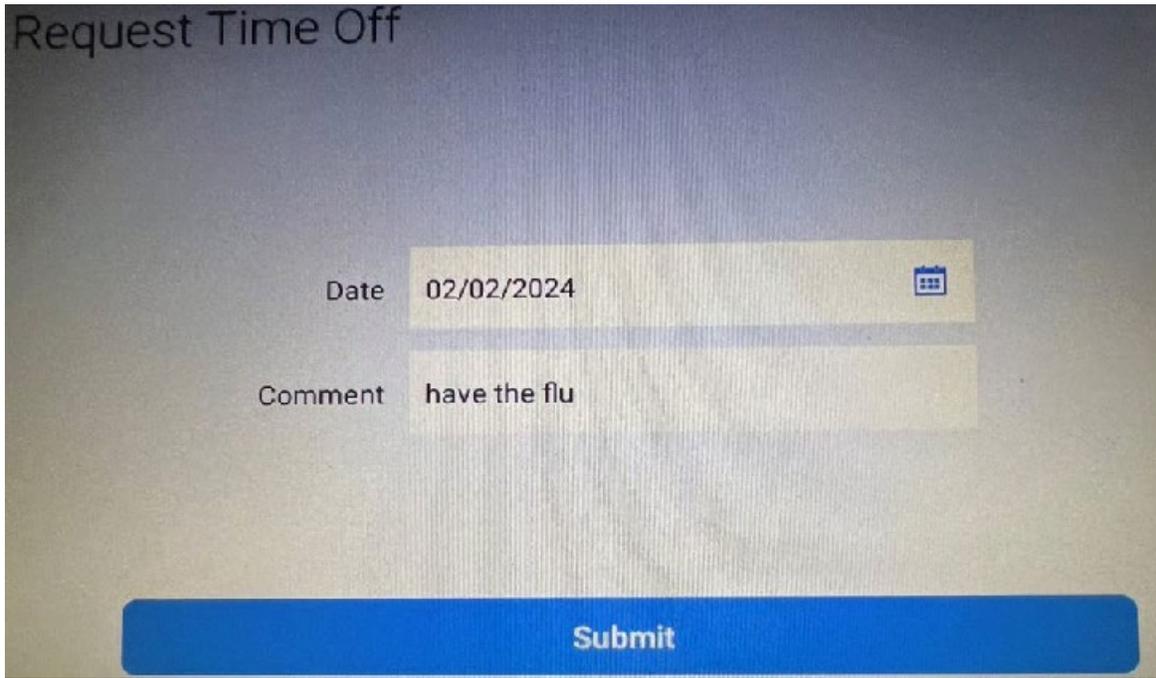
Choose whether you wish to request off Full Day, Partial Day or Multiple Days (see [page 12](#) for more info). Then use your finger to tap Select.



Then use your finger to tap Submit to verify your selection.



Enter the date and a brief comment and then use your finger to tap Submit.



Request Time Off

Date 02/02/2024

Comment have the flu

Submit

After you click Submit you'll receive a message noting the the time off request has been created. Although the message notes 'Accepted', the time off will not be added to your timesheet until your approver approves the request.

